



# Blakesley C of E Primary School Handbook

This section contains useful factual information about the school

## **Starting school**

We generally admit pupils in September prior to their fifth birthday. We generally encourage children to start full-time because we find that many have been in full-time nursery care and are therefore ready for full-time hours straight away. However, we are very flexible about our arrangements and will always consult with parents about what arrangements would suit the needs of their child.

In order to make starting school a smooth and positive experience we have an induction system whereby pupils can spend some time in their new classroom and get to know school staff during the Summer Term. We hold a meeting for the parents of the new intake so that information can be shared and questions answered. Parents and pupils are invited to attend our summer events, such as sports day. In order to get to know your children better, prior to starting school, our Early Years staff offer home visits during the summer and will visit children in their pre-schools. We offer 'Rising-Fives' sessions with Blakesley Pre-School: on one morning a week during the summer term, children from pre-school come and join us at school.

Our Reception class has two full-time members of staff – a teacher and a teaching assistant. As with all our classes, the class usually contains mixed age groups with Year One pupils working alongside the Reception pupils. This has positive benefits in helping the new children to settle quickly and learn our routines. We also find that Reception children who are ready for more formal learning activities can gradually join Year 1 groups and Year 1 children who are not ready for more formal learning activities are able to continue working within the play-based Early Years curriculum.

Our Reception classroom is spacious and the children also have a large outside play area, part of which is covered to allow all weather access. Outdoor education plays an important part in the Early Years curriculum in developing not only physical and social skills, but also in all aspects of learning.

## **Uniform and Equipment**

Our pupils wear red jumpers, cardigans or sweatshirts. Girls may choose grey or black skirts, pinafore dresses or trousers for winter wear and red checked/ striped dresses in the summer. Boys wear grey or black trousers. Children can wear white shirts, white polo-shirts or red polo-

shirts. In addition, the school has a tie that some children choose to wear. We ask that shoes should be 'sensible'; no high heels, open toes or 'flip flops' as these are liable to cause accidents. We do not allow trainers, except for PE.

For PE pupils wear white polo shirts or T shirts and black shorts, plimsolls or trainers are required for outdoor activities. In cold weather pupils may bring tracksuits or similar (black) for outdoor games. PE kit must be in school everyday.

Pupils in upper Key Stage Two have swimming lessons and will need costumes, towels and hats of a designated colour. We have very little space in our cloakrooms and ask that PE kit should be kept in drawstring bags, not bulky holdalls.

Pupils also need a lunch box (if they are not having a school meal) and a book bag.

Although we do not specify any particular coat, our PTA (FABS) sell a selection of fleeces and waterproof coats, embroidered with the school logo along with sweatshirts, cardigans, book bags, swimming bags, swimming hats etc.

Please make sure that all property is clearly named – one red sweatshirt looks just like another one. We have a lost property bin located in the school hall. At the end of each term all unclaimed property is displayed and anything left is recycled.

Jewellery, other than watches, is not permitted with the exception of stud earrings. If pupils have pierced ears they must be responsible for the removal and safekeeping of their own earrings during P.E. We do not encourage pierced ears for safety reasons but would suggest that, if your child is to have their ears pierced they should have it done at the start of the long summer holidays so that they are able to remove them themselves for PE when they return in September. Pupils are not allowed to wear make-up to school. Long hair, for both boys and girls, must be tied back.

### **Lunch, Snacks and Drinks**

We are a 'Healthy School' and encourage pupils to eat sensibly. Pupils in Key Stage One have a daily portion of fruit supplied by the Local Authority which they eat at morning break. Pupils in Key Stage Two may bring their own healthy snack e.g. fruit or cereal bar but not sweets or biscuits.

Hot meals are provided and they can be ordered weekly. Pupils in Reception, Year 1 and Year 2 are given a free school meal if they would like one.

If your child would like a packed lunch, they will need a packed lunch in a named lunch box. We encourage parents to pack a well balanced lunch, e.g. a sandwich/wrap, some fruit or salad items and limited amounts of crisps or cakes/biscuits. Lunches are usually taken in the school hall. Pupils sit in mixed age groups and are cared for by three mid-day supervisors who will help them with their food and encourage them to eat well. All pupils have access to chilled, filtered water from drinking fountains throughout the day. They should also bring a named water bottle if they wish. Parents must be responsible for the cleaning or replacement of these bottles.

Some of our pupils have food allergies and we ask pupils not to share food. If your child has an allergy or special dietary requirements we will ask you to let us know so that we can make appropriate arrangements.

### **Attendance, Holidays and Punctuality**

In common with all schools we place emphasis on good attendance and punctuality. Registration is at 8.50 a.m. and the playground is open to admit pupils fifteen minutes prior to this and the playground will be supervised by a member of staff from 8.40. We operate a 'late book' for pupils arriving after 8.50. If your child is likely to be late, unable to attend school, or if you are likely to experience difficulties in picking your child up on time at the end of the day, we ask that you telephone the school office or write a note in your child's Home/School Diary.

In accordance with National Guidelines, the Headteacher is not able to authorise any holiday absence during term-time. Permission should be requested for any other planned absences eg. a Music exam or a hospital appointment. (For more information on late arrivals, holidays and other absences, please see the Attendance Policy on the school website.)

Sometimes children are taken ill at school. We keep emergency contact numbers for each pupil in the school office. We ask that you let us know of any changes so that these remain up to date.

### **Governors**

Like all schools we have a Board of Governors which contributes to the effective running of our school. Our Governors are very supportive and can often be found helping out or visiting school. There are three parent representatives on the Governing Body who provide a link between the Governing Body and parents/carers.

### **Charging Policy**

Activities which are provided by the school and are wholly or mainly within school hours are free of charge although we do tend to ask for a voluntary donation toward the cost of these activities so that pupils to have access to as many varied and first hand experiences as possible. Activities outside school hours may be subject to a charge. (The full Charging Policy can be found on our Website.)

### **Insurance**

Parents should be aware that there is no universal accident cover for school children nor is pupil's property insured. Insurance for visits and residential activities is organised depending on the context. Parents may take out additional cover if they wish.

### **Policies, Procedures and Pupil Information**

Our school has a range of policies setting out our duties and intentions. As mentioned above, many of our policies are on our website and are available for all. The full range of policies and other documents are kept in the school office. Any of these may be inspected on request and with prior notice. The Local Authority will provide copies of a range of documents in languages other than English if required.

All records maintained on pupils on our computerised database can be viewed on request in accordance with our Freedom of Information Policy.

### **Behaviour**

We expect all our pupils to behave well in all circumstances, take pride in their school and in their work and care for each other. We are proud of their good behaviour and are frequently complimented on it. We endeavour to keep our rules to a minimum, but these rules need to be observed in the interests of all children's safety. Instead of many rules we prefer to have a Code of Conduct which is drawn up with the pupils and is based on our objective of promoting self discipline and an awareness of the needs of others. Good behaviour is regularly rewarded. There are times when sanctions for poor behaviour have to be enforced and there is a graded response to misdemeanours. (Please refer to our Behaviour Policy on the school website.)

### **Home/School Communication**

We believe that pupils are best served when parents/carers and schools work in partnership. There are various ways in which this vital communication is facilitated.

Each pupil has a home/school communication book which may take a different form for each age group. This is useful for a variety of informal messages and everyone is encouraged to use it.

The monthly newsletter and various other letters are sent home at intervals. They can be sent electronically. Please enquire at the school office. Telephone contact numbers are kept in the school office for emergency contact. If your details change, please let us know.

We have an 'open door' policy and teachers/the Headteacher are always prepared to discuss your child with you. Sometimes this can be done on the spot, sometimes a mutually convenient appointment needs to be set up. We just ask you to be mindful that at the start of the school day staff have a responsibility to pupils and may not be able to talk at length.

There are three formal reporting times during the school year. Parent/teacher evenings are held in October and March and written reports are sent home in July.

### **School Times**

Gate opens	8.35
Morning registration	8.50
Assembly	9.00
Lesson 1/Targets Groups	9.20
Break time	10.40
Lesson 2	10.55
Lunch	12.00 (12.10 for Key Stage 2)
Afternoon registration	13.10
End of school	15.10

## Staff

Headteacher: Ms Lucy Burman

Class 1: Miss Rebecca Metcalfe

Class 2: Mrs Leigh Fox (while Mrs Douglas is on maternity leave)

Class 3: Miss Rhia Crosbie

Class 4: Miss Hazel Crawford

Higher Level Teaching Assistant: Mrs Lauren Leeson

Teaching Assistants: Mrs Yvonne Bloomfield

Mrs Tracey Johnson

Miss Luan Martin

Finance and Administration: Miss Anne Carter

Site Supervisor: Mrs Tracy Hall

Mid-day Assistants: Mrs Becky Chambers

Miss Alex Wyman

Mrs Jenny Meagan

Larks Breakfast Club: Mrs Lauren Leeson

After-school 'Stay and Play' Club: Miss Luan Martin and Miss Leanne Johnson.

Headteacher: Ms Lucy Burman

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