

# Birkwood Primary School

Darfield Road, Cudworth, Barnsley, South Yorkshire, S72 8HG

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[twitter.com/BirkwoodPrimary](https://twitter.com/BirkwoodPrimary)

Dear Parent/Carer,

Welcome to Birkwood Primary School. I hope that this will be the start of a joint partnership between home and school in the education of your child.

This booklet is to give you information about the school, which I hope you will find useful. If any of the details change we will do our best to keep you informed.

We hope that your child's time here will be a happy and fulfilling one. Please contact me if you have any queries or if you wish to arrange a visit to the school.

Yours sincerely,



Mrs Julie Allen MBE  
Headteacher

# Vision Statement

At Birkwood Primary School, the happiness and well being of our children is paramount and we hope to instil in them a life-long love of learning and respect for both themselves and others.

We aim to inspire our children by providing a curriculum that is creative, that responds and enables children to lead their own learning; that equips them with the skills required for the 21<sup>st</sup> Century, for example, problem solving, higher order thinking skills, team work and co-operation.

We aim to cherish our children by trying to look after and respect each other at all times. We aim to provide a caring environment, where all are inspired and empowered to achieve their true potential as unique and valued individuals.

We aim for our children to achieve the best that they can, by challenging and supporting them. The progress in all key stages will reflect the commitment of our teaching and support staff who will work hard to achieve high standards in behaviour and achievement in all areas of the curriculum.

We will be creative and flexible in providing a positive approach to learning in a safe, stable and exciting environment that will nurture each child's individual needs. We want our school to be a welcoming, caring and safe school, a family community working in harmony.



**Our motto is:  
'Inspire, Cherish and Achieve together.'**



**Aims**

From the Vision Statement, the following Aims are in place:

- To provide a welcoming, caring and safe school, working in harmony with families and the wider community;
- To develop in every child a respect for themselves and others to include an understanding of cultures other than their own;
- To instil in our children a life-long love of learning and enable them to develop creative and enquiring minds;
- To provide a stimulating and creative environment in which pupils can achieve their true potential;
- To support and challenge our children and enable them to develop and progress to the highest standards;
- To develop in children attitudes of co-operation and consideration towards their learning, the adults who work with them and their peers.

# Prospectus for the year 2017/2018

## Our School

Birkwood Primary School is situated approximately a mile from the centre of Cudworth, in the north west of Barnsley, catering for pupils aged 3 to 11 years of age. The school was opened in 1957 as an Infant School, later becoming a First School and in September 1990 a through Primary School. A Nursery was built in 1976 to accommodate 52 children on a part-time basis; a Foundation Stage unit was completed in October 2005.

From September 2017 there will be:

- 2 x Foundation Stage Reception classes ~ Daffodils and Sunflowers
- 2 x Year 1 classes
- 1 x Year 2 class
- 1 x Year 2/3 class
- 1 x Year 3 classes
- 1 x Year 4 class
- 1 x Year 4/5 class
- 1 x Year 5 class
- 1 x Year 6 class

The school has an Early Years Foundation Stage unit (Nursery and Reception).

Governors made the decision to keep class sizes as small as possible lower down the school in order to ensure high quality support for our youngest children; this remains the case in both Foundation Stage and Year 1. The school spent a significant amount of money in the Summers of 2015/16 to improve the provision in Early Years and Foundation Stage both inside and out; this Summer we are further developing the Outdoor learning provision. We are constantly looking for ways to improve and develop our school further.

As an Open Futures Flagship School, we have a purpose built kitchen so that children can cook as part of the Cook It strand and their learning in Science, Maths and Literacy. We were successful in receiving a Big Lottery Reaching Communities Grant and as a result have a Community Garden with a poly tunnel and potting shed so that children can grow fruit, vegetables and herbs throughout the year as part of the Grow It strand. In addition, we received a Tesco Bags for Help award for £12,000 to create a Wildlife Area and Sensory Garden.

The whole school has been refurbished, including the playground and a Trim Trail put in on the large playing field. We have a very high quality learning environment for our children.

Birkwood Primary School recognises the vital contribution that parents make to their child's education and to the well-being of the school community. It is our aim to build upon and develop this by working at all times in partnership with parents, encouraging them to be involved and active in the education of their child/ren and the life of the school. We will achieve this by:

- Keeping parents informed of new developments by sending a weekly newsletter, this is uploaded onto the school's website
- The school has an outstanding website and you can also follow us on Twitter: @Birkwood Primary
- Sending a termly newsletter from teachers about the curriculum and how parents can help their child
- Inviting parents to events in school, particularly class assemblies and productions
- Welcoming parents who volunteer their time and talents to help in school
- Inviting parents to visit their child/ren's class to share in their work and activities
- Formal and informal meetings to keep parents informed of their child/ren's progress
- Encouraging parents to work with their child at home
- Actively seeking parents' views through consultation and acting upon them when appropriate

## Who's who at Birkwood?

**Headteacher:** Mrs Julie Allen  
**Deputy Headteacher:** Mr Ben Froggatt  
**Assistant Headteacher:** Mrs Rachel Rennison

**Governing Body:** Mrs Julie Allen (Headteacher)  
Mr Ben Froggatt (Deputy Headteacher)  
Mr Tommy Taylor (Chair of Governors)  
Mrs Janet Robinson (Vice Chair of Governors)  
Mrs Jill Birch (Co-opted)  
Father David Nicholson (Co-opted)  
Mr Paul Sabin (Co-opted)  
Mr Richard Burgin (Co-opted)  
Mrs Karen Cleaver (Parent)  
Miss Joanne Henry (Parent)

### **Teaching Staff: Arrangements for September 2017**

Foundation Stage 1	Mrs Lehan Medlock
Foundation Stage 2 Sunflowers	Miss Katy Ward
Foundation Stage 2 Daffodils	Miss Kelly Jenkins
Year 1 Dragonflies	Mrs Louise Wilkie
Year 1 Grasshoppers	Mrs Rachel Rennison
Year 2 Robins	Miss Rebecca Spellman
Year 2/3 Kingfishers	Miss Alex Betts
Year 3 Woodpeckers	Mrs Esther Sutton
Year 4 Jaguars	Mrs Lucy Cooke
Year 4/5 Panthers	Mr Tom Markham
Year 5 Lions	Mr Scott Summerfield
Year 6 NS	Mr Niall Sandwith

### **Teaching Support Staff: Arrangements for September 2017**

Mrs Christine Dutton ~ Nursery Nurse in Nursery (Foundation Stage 1)  
Mrs Miriam Sabin ~ Teaching Assistant in Nursery (Foundation Stage 1)  
Miss Danielle Taylor ~ Teaching Assistant in Nursery (SEN support)  
Mrs Irene Heaton ~ Teaching Assistant in Reception (Foundation Stage 2)  
Mrs Gillian Baker ~ Teaching Assistant in Reception (Foundation Stage 2)  
Miss Emma Davis ~ Cover Supervisor in Reception (based in Foundation Stage 2)  
Mrs Kristi Todhunter ~ Teaching Assistant in Year 1 Dragonflies  
Mrs Tracey White ~ Teaching Assistant in Year 1 Grasshoppers  
Mrs Jo-anne Whitfield ~ Cover Supervisor based in Year 2 Robins  
Mrs Alison Summerfield ~ Teaching Assistant based in Year 2 Robins (SEN support)  
Newly appointed Teaching Assistant in Year 2/3 Kingfishers  
Newly appointed Cover Supervisor based in Year 3 Woodpeckers  
Mrs Julie Porter ~ Cover Supervisor based in Year 4 Jaguars  
Mr Daniel Campbell ~ Cover Supervisor based in Year 4/5 Panthers  
Mrs Joanne Page ~ Cover Supervisor based in Year 5 Lions  
Mrs Jill Birch ~ Senior Higher Level Teaching Assistant based in Year 6 NS  
Miss Heather Greenwood (Handyperson/Gardener)

**Non-Teaching Staff:**

School/Parent Liaison Advisor Mrs Linda Taylor  
School Bursar Miss Suzy Savage  
Admin Officer Mrs Donna White  
Attendance Officer Mrs Alison Booth  
Caretaker: Mr Peter Jones

**Cleaners:** Miss Kerry Keneally  
Mrs Gill Shaw  
Mrs Claire Griffiths  
Miss Kerbie Parkin

**Kitchen Staff:** Mrs Marie Keneally (Cook)  
Mrs Tracey Ferguson  
Miss Sarah Mellor

**Lunchtime Supervisors:** Mrs Jane Tiffany (Senior Supervisor)  
Mrs Nancy Young  
Mrs Janet Hayhoe  
Mrs Jean Pellow  
Miss Michelle Ellsworth  
Mrs Amanda Dryden  
Mrs Gillian Shaw  
Miss Katrina Hooley  
Miss Kara Stapleford  
Mrs Ann Oakley  
Mrs Debra Shipman  
Mrs Diane Duggan  
Mrs Lisa Roughley  
  
Miss Jennie Shaughnessy (Relief)  
Miss Laura Hitchen (Relief)

**Local Education Authority Welfare Officer:** Anita Burton  
(On school site alternate Tuesday mornings)

**School Nurse:** Joanne Halliday and Leanne Probert (0800 6126221)

## **ADMISSIONS**

Children in the Early Years Foundation Stage have the opportunity to attend a part-time nursery place until the September following their fourth birthday. If applications are successful, children are offered a full-time school place to commence the September following their fourth birthday, although they are able to access this entitlement through a number of options (please see below).

### **ADMISSION TO FOUNDATION STAGE 1 (NURSERY)**

Parents of children over 2 years of age may complete form NI, which can be obtained from the School Office. Alternatively, the form can be downloaded from the Council website:

[www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions) or by telephoning Admissions on 773670, 773677 or 773689. The completed form should be sent to the Schools Admissions Section, where the child's details will be entered on the appropriate nursery waiting list. Children are admitted to Foundation Stage 1 in chronological age order in the term after they are 3 years old, if there is a place. Parents will receive written confirmation of a nursery place at least 6 weeks before the start of term. This letter will contain an acceptance slip which parents must complete and return to the school. The Foundation Stage staff will visit all new children at home and invite them for a visit. We will ensure, as far as possible, that your child's admittance into nursery is a happy one!

### **ADMISSION TO FOUNDATION STAGE 2 (RECEPTION)**

Children are offered a full-time place from the September following their fourth birthday, although they are able to access this entitlement through a number of options:

#### Option 1

Full time in the Reception Year Group

#### Option 2

Part-time in the Reception Year from the September following the child's fourth birthday

#### Option 3

Part-time in an early years setting (a maximum of 15 hours per week)

**At Birkwood Primary School, the arrangements for providing part-time school places will be either 5 mornings or 5 afternoons per week only. The school is unable to offer full-time early years places.**

Children must commence their full-time education by the beginning of the term following their fifth birthday.

The Local Authority's Handbook on Admission to school outlines the system and copies can be obtained through Admissions or via the Council website at [www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions). Parents have the right to apply for a place at any school in Barnsley or surrounding districts, regardless of their address. If the number of applications for places at the school exceeds the number of places available, the following criteria are used by the Local Authority to allocate places, priority is given in the following order:

- a) Children with a statement of Special Educational Needs, or Education Health Care Plan, where the school is named
- b) Children in public care (looked after / previously looked after children)
- c) Children who will have brothers or sisters in school at the time of admission
- d) Children living nearest to school (distance measured in a straight line)

When the school is full, applications are unfortunately refused and an alternative school place offered, although in such cases parents do have the right of appeal through the Local Authority, to an Independent Appeals Tribunal. All decisions regarding the admission of children to the school rest with the Local Authority.

**Parents should be aware that attendance in the school's Foundation Stage 1 (Nursery), does not guarantee a place in Foundation Stage 2 (Reception). A separate application must be made for a full-time school place;** if you need any assistance with the application process, please see Mrs Donna White or Mrs Alison Booth in the School Office.

## **PARENTS AND SCHOOL**

When children are in our Early Years Foundation Stage unit and Key Stage 1, parents are usually daily visitors – either bringing children into school or collecting them at the end of the day. These daily visits help to foster good relationships between your child, home and school. In our Nursery, you are welcome to come with your child into the classroom at the start of the school day to help them settle, especially at the beginning of term, but if you need to speak to the teacher at length, then it is advisable to make an appointment for after school hours. As children get older they need to become more independent and it would be helpful if you hand them over at the classroom door so that we can have a prompt and settled start to the school day. Although we see less of parents the older the children get, we still welcome the interest and support of parents. If you have a particular skill to offer or you would like to volunteer in school, please contact Mrs Julie Allen, Headteacher.

Parents are invited into school each term to meet their Class Teacher to discuss the progress your child/ren have made and their next steps in learning. However, if you need to discuss anything between these visits, you may make an appointment to see their Class Teacher or the Headteacher.

Social, spiritual and moral development are areas that must be seen as a joint responsibility; the parents and the home environment play a key role before the child enters school life. The moral development of the child encourages them to make the right decisions on the basis of what is right and wrong. We hope to develop their understanding from an early age so that social and moral behaviour becomes an instinct of habit as the children grow older, not something that we are continually trying to enforce. We actively encourage the children to be kind and respectful.

We would like school, you as parents and your child/ren to all work together so that they can achieve their full potential in every aspect of school life; this commitment is made explicit in our Home / School Agreement which is sent home at the beginning of each school year.

**It is essential that parents inform school of any change of address or telephone numbers, especially mobile numbers.**

## **THE FRIENDS OF BIRKWOOD (Parents' Association)**

We have an active and hard working Parents' Association, led by Mrs Tracey White, which was formed in 1993 that aims to strengthen and support links between home and school by organising social and fundraising events. Opportunities are provided throughout the year, such as, discos, Summer/Christmas fairs and Bingo nights, these are always well supported by children and parents alike. This money helps us to heavily subsidise all school trips and visits.

## **CURRICULUM**

Our aim is to provide a happy, secure and caring learning community in which children have access to a broad, balanced, relevant and differentiated curriculum, and where they are encouraged to strive to do their best. The school follows the 2014 Primary National Curriculum in England, as directed by the Department for Education.

In addition to planned National Curriculum subjects, cross-curricular themes including PSHCE (Personal, Social, Health and Citizenship Education) are taught through other topic themes where appropriate. Sex and Relationship Education is taught following the Barnsley agreed guidance and is taught sensitively and with respect. Parents of Year 6 children are given explicit information. Having gained Barnsley Healthy



Settings 0-19 years, Birkwood Primary School strives hard to be a 'Healthy School' in every possible way. Drug education is taught through the Science curriculum.

We try to ensure that the curriculum meets the needs and interests of our children. We focus on making it creative and topic based, encouraging children's independent learning skills, this provides a context for children's learning and is therefore more meaningful.

We are an **Open Futures Flagship School** and the children learn through '**Ask It**' which is philosophy for children and is about challenging and developing children's higher order thinking skills; '**Cook It**' where they can practically learn about healthy foods, aspects of Science, Literacy and weighing and measuring in Maths; through '**Grow It**' in our Community Garden and Wildlife/Sensory Areas. Finally, through '**Film It**' and iPad technology as a way of showcasing their learning.

All of our policies have due regard to the statutory guidance relating to Race Relations, the promotion of British Values, Equality, Community Cohesion and Inclusion and the Disability Discrimination Act. Specific details are in school policies which are available to parents on our school website ([www.birkwood.org.uk](http://www.birkwood.org.uk)) or on request from the Headteacher.

We aim to provide opportunities for learning in many ways, often enriched with practical and first hand experiences both in and out of school; we value the importance of quality visits and visitors. We have an annual Creative Arts Week during the Summer Term, in the past it has focused on India, South America linked to the World Cup, France linked to our Key Stage 2 children learning French, China and last year Australia.

Our Foundation Stage 1 and 2 classes (Nursery and Reception) aim to build on children's enthusiasm and curiosity through carefully planned learning activities, including play. The curriculum is planned to maximise children's opportunities, following the guidance in the EYFS framework.

All children are taught in mixed ability classes in a variety of ways: as a whole class, in groups or, when the need arises, individually. Class teachers will ensure that all children, including more able children, are working at a level appropriate to their ability and aim to provide structure and progression through planning and ongoing assessment.

## **ASSESSMENT**

Class teachers regularly assess each pupil's progress in all areas of their learning.

The Government have left it up to schools to decide on their own assessment framework, our school has chosen to use the STAT Sheffield approach. Please visit our website for more details, including a Guide for Parents and Carers. You can also visit the STAT Sheffield website ([www.statsheffield.org](http://www.statsheffield.org)) for more detailed information.

A written summary of Achievement is sent to each parent at the end of the school year. The tables at the end of the booklet give a summary of the SATs results for 2016. Results for 2017 are not available at the time of writing (June 2017). When we recognise that children are not making anticipated progress, appropriate interventions and support are put in place.

We also have to undertake phonic tests in Year 1 in June, it is reported whether or not children have reached 'the required level' as determined by the Government; children who have not 'reached the required level' will be further supported and during the following year in Year 2, re-tested.

## **COLLECTIVE WORSHIP and RELIGIOUS EDUCATION**

As a school, we are not affiliated to any specific church or denomination, but have close contact with St. John the Baptist Church in Cudworth, where Father David Nicholson is Parish Priest. Religious Education is taught either in its own right, or as a part of themed work. In our curriculum and daily collective acts of worship, we are broadly Christian based and try to emphasise a social and moral understanding of

responsibilities within a caring society. We also feel that in a multi-cultural society, children need to be made aware of other religions, beliefs and cultures in order to develop tolerance, understanding and empathy. RE lessons are based on stories, themes and festivals from the 6 main religious faiths of Christianity, Judaism, Hinduism, Islam, Buddhism and Sikhism. Whenever possible, school will invite visitors who represent these faiths to contribute to children's wider understanding.

Parents have the right to withdraw their child from Religious Education and Collective Worship if they so wish, under Section 25 of the 1944 Education Act. Parents are requested to consult with the Headteacher if they wish to do so and alternative provision would be made by the child's class teacher.

### **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

ICT skills are taught, further developed and applied across the curriculum. We have a designated ICT suite with 30 newly updated computers, 82 iPads, as well as up-to-date Interactive Whiteboards in each classroom. Children can access Purple Mash and Bug Club (an electronic reading scheme) at home.

### **READING AND HANDWRITING**

We use a variety of reading schemes throughout the school. As each child reaches the reading readiness stage, they will be given books from the schemes at an appropriate level and will progress through the schemes as their reading skills develop. At every stage your child will have access to lots of different types of books and you are encouraged to read with your child to help with their progress. Our aim is to foster a love of books and reading and ensure that each child becomes a fluent and confident reader who enjoys reading for pleasure and information. Both guided reading and individual reading is undertaken in all classes. This year our school bought a double decker bus which has been completely refurbished and is now the Birkwood Reading Bus ~ children are also able to loan books to take home.

Handwriting is taught formally so that children learn to form letters correctly from the earliest stages of writing. We try to ensure that by the time they leave our school, all children are able to write legibly and fluently. We encourage them to be neat in all written work and present work appropriately for different purposes; we celebrate excellence in handwriting at all ages and stages.

### **PHYSICAL EDUCATION**

Physical Education is an important part of the National Curriculum and we are committed to providing 2 hours of PE per week; this includes a wide variety of games plus weekly swimming for our Year 3 children at the Metrodome from the Spring Term. We are currently part of a sports partnership which enables our children to participate with other schools in competitive sports. Allocation and spending of our PE Sport Grant is detailed on our school's website: [www.birkwood.org.uk](http://www.birkwood.org.uk).

We have a uniform for PE lessons; it is recommended that children wear:

**Indoor PE kit:**

<b>Girls</b>	Black leotard or white t shirt and black shorts/skirt
<b>Boys</b>	White t shirt and black shorts
	Bare feet for all children whilst working in the Hall

**Outdoor PE kit:** Clothing as above, with extra jumper/tracksuit depending on time of year. During winter months, please be aware that clothing may become muddy.  
Trainers / football boots

**Jewellery:** *"Jewellery should not be worn in Physical Education lessons, because of the potential dangers inherent in such items when engaged in physical activity."*

Children's play in the playground or any physical activity can also hold the same potential for danger and can lead to serious injury. The wearing of earrings, rings or any other item of jewellery is very strongly discouraged in accordance with Health and Safety regulations and Local Authority guidance. Therefore, hooped or dangling earrings will not be allowed at any time, only studs may be worn. For safety reasons **no**

**jewellery of any kind** is permitted during PE lessons. Teachers are not responsible for the removal of stud earrings for PE lessons; this must be the responsibility of the child. However, staff will tape over earrings to prevent potential harm, if necessary. (Watches and Medical Alert bracelets are not classed as jewellery).

### **EXTRA CURRICULAR ACTIVITIES**

Staff try to widen the experience of the children by providing extra-curricular activities (out of school hours). Some or all of the following activities are on offer: Gardening, Cooking, Enterprise Club, football, netball, hockey, dance (including ballroom dancing), rugby, cricket, cross country, athletics, art and drama.

There is no charge currently made for any after school clubs. Our children are given many opportunities to participate and perform, such as Class Assemblies, Christmas concerts, Carol services, Drama and school productions.

### **EDUCATIONAL VISITS**

Children learn in a variety of ways. Staff and Governors believe that visits and visitors widen the children's experience by providing first hand experience of people and places and whenever possible arrange visits for their classes, linked to the topic or theme.

Parents are invited to make a voluntary contribution towards the cost of educational visits. Parents should be aware that if they decide not to offer such voluntary contributions their child would not in any way be penalised or excluded from the visit. The Headteacher would reserve the right, however, to cancel any such outing if it was not financially viable. Thanks to funds raised by the Friends of Birkwood and the support of our community, school trips are heavily subsidised.

Currently, the school tries not to charge more than £5 for visits.

### **SEX AND HEALTH EDUCATION**

Our school takes an active role in the health education of the children. Personal hygiene is encouraged and topics in this area are covered in a number of year groups. In their final year at school (Year 6), children undertake work on plant, animal and human reproduction (Sex and Relationship Education), the purpose being, to prepare children for the physical changes experienced at puberty. The material used is quite explicit and the children are given the opportunities to ask questions, these are answered honestly as is appropriate to their age and maturity. Materials and an outline of this unit of work is shared with parents/carers of our Year 6 children. School also undertakes work on 'drug awareness' at a level appropriate to the age and ability of the child. In these areas, school works closely with parents, the School Nursing Service and the Police in the community.

**Parents have the right, under the 1993 Education Act, to withdraw their child/ren from these lessons, in consultation with the Headteacher.**

### **HOMEWORK**

There is a Homework Policy, which is available to all parents on the school website. Homework is given to reinforce and extend work done in school for the benefit of the children. Parents are expected to provide support for their children at home. Individual Home/School targets are set on the children's annual report, and discussed at Parents' Evenings. All children are encouraged to take books home from school. Helping your child with reading, writing, spelling, number bonds and multiplication tables is particularly important. Creative homework projects are also given. Occasionally a pupil may be required to finish work at home at the teacher's discretion, and we would ask for your support in this.

### **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)**

We have a commitment to meet the needs of every child in our school. We aim to identify children who may have special educational needs, at an early stage, to involve parents and keep them informed and to seek

advice from outside agencies as appropriate. If it appears that a child is experiencing difficulties or is not developing appropriate to their age, the Class Teacher, the Inclusion Leader or the Headteacher, will discuss this in confidence with the parents. Provision is, in the first instance, made by the Class Teacher within the classroom; if additional help is required from other agencies, then further consultation will be made with the parents, seeking their permission before an approach is made.

Please do not hesitate to speak to your child's Class Teacher, Mr Ben Froggatt, Inclusion Leader/Deputy Headteacher, Mrs Linda Taylor, Parent Liaison Adviser or the Headteacher, Mrs Julie Allen, if you have any concerns.

### **SAFEGUARDING AND CHILD PROTECTION**

Birkwood Primary School fully recognises its responsibilities for child protection. Our prime responsibility is the welfare and well being of all children in our care. As such we have a duty to the children, parents/carers, staff and volunteers working in the school to act quickly and responsibly in any instance of concern that comes to our attention. The school adheres closely to the guidance, policy and procedures laid out by the Local Authority in relation to child protection and looked after children.

Within school we aim to:

- Ensure we practise safe recruitment by checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip the children in our care with the skills needed to keep them safe.
- Implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Educate and inform children about keeping themselves safe, including Esafety.
- Establish a safe environment in which children can learn and develop.

The designated members of staff for Safeguarding and Child Protection are:

Designated Safeguarding Lead ~ Mr Ben Froggatt, Inclusion Leader/Deputy Headteacher

Deputy Designated Safeguarding Leads ~ Mrs Julie Allen, Headteacher, Mrs Linda Taylor, Parent Support Advisor and Mrs Jill Birch, Senior Higher Level Teaching Assistant.

### **PASTORAL CARE**

The welfare and well-being of all pupils is the responsibility of all the staff in school. Each teacher is responsible for the safety and happiness of the children in their class, but will also tend to the needs of any child in school when necessary. We hope that in creating a positive atmosphere for learning, we can encourage children to show self-discipline, develop self-respect and care for our school in line with our School's Vision Statement. We feel that self-control, courtesy and good manners are very important. If a problem arises, the Class Teacher will deal with it in the first instance, however, it is sometimes necessary to involve the Deputy Headteacher or Headteacher.

### **BEHAVIOUR AND DISCIPLINE**

Good discipline is essential for the well being of the school and a high quality learning environment. We have a firm commitment to a policy of positive behaviour. Staff look for, respond to and reinforce positive behaviour from the children, with rewards of praise, encouragement, stars, stickers and certificates. Rules are kept to a minimum and children are encouraged to show respect for themselves, other people and their surroundings. Children who do not behave as expected will be reprimanded, in the first instance by their teacher, but if unsatisfactory behaviour continues, it would be reported to the Headteacher, who may contact the parents so that we can co-operate in helping the child to overcome their difficulties.

Please see the school's Behaviour and Discipline Policy for full details.

## **SCHOOL UNIFORM**

We encourage our children to take pride in what they wear, to look clean and smart and be proud to wear our school uniform. The Governors have agreed the following uniform:

### **Girls**

Grey pinafore, skirt or trousers  
White shirt or polo T-shirt  
Red jumper, sweatshirt or cardigan  
Black flat shoes

### **Summer**

Red and white checked dress  
White polo T-shirt  
Grey pinafore or skirt

### **P E Indoors**

Black leotard  
or white T-shirt  
Black shorts/skirt

### **P E Outdoors (in colder weather)**

Plain tracksuit/jogging suit  
Suitable running/training shoes

### **Boys**

Grey or black trousers  
White shirt or polo T-shirt  
Red jumper or sweatshirt  
Black shoes

### **Summer**

Grey or black shorts  
White shirt or polo T-shirt

### **P E Indoors**

White T-shirt  
Black shorts

### **P E Outdoors (in colder weather)**

Plain tracksuit/jogging suit  
Suitable running/training shoes

School sweatshirts, cardigans and polo T-shirts with logo are available from Vortex and can be ordered through school or the website.

**Please ensure all items of clothing are labelled**, so that lost items may be returned.

## **SCHOOL MEALS**

Our school meals are cooked on site and there are 3 choices available. They include some old favourites such as traditional roast dinners, a twist on all day breakfast & the occasional plate of fish and chips as well as salads, filled jacket potatoes, pizza and non-meat choices. National standards mean that school lunches provide at least 2 portions of fruit and/or vegetables. The standards ensure menus are lower in fat, sugar and salt by restricting deep fried foods and not allowing chocolate, sweets, salty snacks and sugary drinks. From September a 2 course meal will cost £1.75.

### **Key Information**

1. All parents are provided with a copy of the School Meals Policy when their child joins the school.
2. All school lunches must be paid for in advance.
3. No child should be sent to school with no money in their account and expect to be given a meal.
4. Parents/carer who don't want their child to have a school lunch, should provide a healthy packed lunch.

All children in Key Stage 1 (Reception/Year 1/Year 2) are entitled to a free school meal under the Universal Infant Free School Meal Scheme. You do not need to do anything for your child to receive this school meal. However, if you qualify for traditional Free School Meals, we would ask that you still complete the on-line Free School Meal application form, as this attracts essential extra funding for our school and your child. If you feel that your child/ren may be entitled to Free School Meals, please see Mrs Donna White in the School Office for more information or by calling Barnsley 773513 (Scheme of Aid).

## **EDUCATION WELFARE OFFICER (EWO)**

The Education Welfare Officer, Anita Burton, works with the school to support children and their families on any issues around attendance. Parents wishing to see the EWO can do so on alternate Tuesday mornings, or by arrangement with Mrs Alison Booth.

## **WATER**

Children have access to drinking water all day; we ask the children to take their bottles home each week so that they can be washed and sterilised if necessary.

## **MILK**

Milk is available every day for all children at a cost of £1 per week (20p per day). This can be purchased for the entire school year at £38.00 or in terms i.e. Autumn Term will be £14.80 – 74 days @ 20p. Parents must register for this at [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk). Any child receiving Free School Meals is also entitled to free milk every day. However, please note that free milk is not given under the universal infant free school meals scheme. For children in Key Stage 1 it is important to make a claim to traditional free school meals if you are entitled, so your child can have their free carton of milk.

## **SNACKS**

We are part of the free fruit scheme for children aged 4 – 7 years and receive deliveries of a variety of fruits three times per week.

## **MEDICINES**

It is recommended that medicines being taken by the children are administered at home, with the exception of inhalers. Schools are not required to manage pupils' medicines. However, if there is an ongoing medical condition, Birkwood Primary School will manage medication safely in accordance with our First Aid Policy. Medication must be in the original packaging, labelled with the child's name, with the prescriber's instructions and expiry date; parents are required to complete a consent form which is available from the School Office. Medicines should be handed to Mrs Alison Booth for safe storage. No child should have any medicines or tablets in their schoolbag.

It is the responsibility of parents/carers to inform the school if their child has an ongoing medical condition and requires some support during the school day. It is important that the school is well informed about a pupil's medical condition so that it may support the pupil effectively.

## **CHILDREN WITH ASTHMA**

We recognise that asthma is a common condition affecting many children. Please ensure that your Child's Teacher is informed if your child has asthma and make them aware of any specific instructions for dealing with an attack. Inhalers should be clearly marked with the child's name and will be kept by the class teacher in a place easily accessible to the child.

## **ILLNESS IN SCHOOL**

If a child is ill or has an accident in school, we will make every effort to contact parents. Therefore, it is important that you supply us with up-to-date contact details both for yourself and another member of your family or close friend who we can contact. We will always act in the best interests of the child and deal with the problem if we cannot contact parents.

## **SCHOOL SECURITY**

In the interest of security and good safeguarding practice, access to school is through the Main Entrance area. All visitors are required to sign in electronically and to wear identification whilst in the main school building. It should be noted that we are a no-smoking establishment, both internally and externally. It is also requested that parents do not smoke outside the school gates. Bikes and scooters should be dismantled on entry to the school grounds. Dogs are not allowed on school premises, without authorisation from the Headteacher.

## CAR PARKING

If dropping your child at school by car, please be considerate of children and their families around the school entrance at all times. Please respect the yellow markings and do not park on them, even for the shortest amount of time. Do not park opposite the school gate please, this is especially dangerous, thank you. **Help to keep our children safe!**

## SCHOOL AND COMMUNITY

The children are encouraged to develop a positive and caring attitude towards their school and wider community. All of the community is welcome in our school, especially at the various events throughout the year e.g. Christmas Concerts, Drama Performances, Class Assemblies and events organised by the Friends of Birkwood.

Throughout the school year the children raise money for several local, national and international charities, e.g. Bluebell Wood Children's Hospice, Children in Need and the Royal British Legion. In addition, as part of Enterprise projects, children are involved in raising money to develop their economic awareness and to enable them to visit places outside the area in order to enhance their learning.

There are very good local links with the Police, Berneslai Homes, the parish of St. John's, Robert Street Allotments, schools in the area and other local organisations.

The school is a member of the Cudworth and North East Collaboration of schools which includes Brierley C of E Primary School, Ladywood Primary School, Cherry Dale Primary School and Churchfield Primary School.

## THE SCHOOL DAY

The school session times are:

	<b>Morning</b>	<b>Breaktimes</b>	<b>Lunchtimes</b>
Nursery (Foundation 1)	8.45am – 11.45am		
Reception (Foundation 2)	8.50am – 11.30am		11.30am – 12.30pm
Y1 and Y2	8.50am – 12.00pm	10.15am - 10.30am	12.00pm – 1.00pm
Y3 and Y4	8.50am – 12.00pm	10.30am - 10.45am	12.00pm – 1.00pm
Y5 and Y6	8.50am – 12.30pm	10.45am - 11.00am	12.30pm – 1.30pm
	<b>Afternoon</b>		
Nursery (Foundation 1)	12.30pm – 3.30pm		
Reception (Foundation 2)	12.30pm – 3.15pm		
Y1 and Y2	1.00pm – 3.15pm	2.00pm - 2.15pm	
Y4, Y5, Y6	1.00pm – 3.15pm	No break	

There is no supervision in the playground before school begins. Please try to ensure that your child/ren do not arrive at school earlier than 8.40am. The doors will be opened early if it is raining.

Mrs Taylor will ring the bell at 8.45am; the children in Year 1 - 6 will then walk to line up for 8.45am and be in class ready to take the register by 8.50am.

Early Years Foundation Stage (Nursery and Reception) children may be brought into school by their parents/carers.

## HOLIDAYS

Parents will be informed of the school holiday dates as and when they are fixed by the Local Authority. Dates for INSET days will be advised on the weekly newsletter by the Headteacher. Please try your very best not to take children on holiday during Term Time please as no holidays will be authorised.

### School Calendar 2017 - 2018

#### Autumn Term

Monday	04.09.2017	School closed (INSET)
<b>Tuesday</b>	<b>05.09.2017</b>	<b>School reopens</b>
Friday	27.10.2017	School closes (Mid-term)
<b>Monday</b>	<b>06.11.2017</b>	<b>School reopens</b>
Friday	22.12.2017	School closes (Christmas)

#### Spring Term

<b>Monday</b>	<b>08.01.2018</b>	<b>School reopens</b>
Friday	09.02.2018	School closes (Mid-term)
<b>Monday</b>	<b>19.02.2018</b>	<b>School reopens</b>
Friday	23.03.2018	School closes (Easter)

#### Summer Term

<b>Monday</b>	<b>09.04.2018</b>	<b>School reopens</b>
Monday	07.05.2018	School closed (May Day)
Thursday	25.05.2018	School closes (Mid-term)
<b>Monday</b>	<b>04.06.2018</b>	<b>School reopens</b>
Friday	20.07.2018	School closes (Summer)
Monday	23.07.2018	School closed (INSET)

## ATTENDANCE

### ILLNESS

It is important that children develop good habits of attendance and punctuality from Nursery upwards. If your child is unable to attend school due to illness or other unavoidable circumstances, please inform school by 10.00am on the first day of absence. Mrs Alison Booth is responsible for checking on the attendance of children and this is closely monitored by the Headteacher; any concerns about attendance are referred to the Education Welfare Officer.

### MEDICAL/DENTAL APPOINTMENTS

If your child needs to leave early to visit the dentist or for medical reasons it is most important that permission is given by school, please try to make appointments outside of school hours or during the holidays. Evidence of the appointment is requested and noted on your child's file. Please note that no child will be allowed to leave school during normal school hours unless accompanied by an adult.



## HOLIDAYS

Parents are requested to seriously consider the effect that taking children out of school has on their education. **Parents who wish to take children on holiday at times other than during school holidays must make their request in writing to the Headteacher (via Leave of Absence Request Forms available from Reception).**

**Please note:** following Government regulations, all holidays will be classed as unauthorised; we will not grant any leave of absence during term time unless there is an exceptional circumstance, such as a family member being on leave from the Armed Forces. The circumstances of each individual request for leave of absence will be taken into account. If you go ahead with the holiday when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21 days; payment after this time but within 28 days is £120.

### ATTENDANCE FIGURES

6<sup>th</sup> Sept 2016 to 25<sup>th</sup> May 2017

Number of Pupils	=	298	
Possible Half Day Attendances	=	90635	
Actual Attendances	=	<b>87633</b>	= <b><u>96.7%</u></b>
Authorised Absences	=	1788	= <b>1.97%</b>
Unauthorised Absences	=	1214	= <b>1.34%</b>

## ACCESS TO DOCUMENTS AND OTHER INFORMATION

Further details of the information contained in this Prospectus can be found in the appropriate policy documents on our school website.

The following documents are available for inspection by arrangement with the Headteacher:

- Any statutory documents issued by the DfE
- Ofsted Report (October, 2014)
- Policies and schemes of work
- Minutes of Governing Body Meetings

## COMPLAINTS PROCEDURES

If you have any concerns about your child's education, you should contact the Headteacher who will be pleased to arrange an appointment with you. If your concern is unresolved, a formal complaint may be made to the Governing Body for their consideration. After thorough investigation, parents will be informed in writing of any decisions reached by the Governing Body. If a parent still feels cause for complaint, they may contact the Local Authority directly. If you wish to obtain further information you should write to:

Ms Rachel Dickinson  
Executive Director: People Directorate  
Adult Assessment and Care Management  
Westgate Plaza  
PO Box 634  
Barnsley  
S70 9GG

## SCHOOL ACHIEVEMENT INFORMATION ~ July 2016

(2017 information not yet available, as at June 2017)

EYFS Areas of Learning and Development		School Year 2015-2016
<b>CL</b> (Communication and Language)	Listening	80% expected 15% exceeding
	Understanding	85% expected 10% exceeding
	Speaking	82.5% expected 10% exceeding
<b>PD</b> (Physical Development)	Moving	77.5% expected 17.5% exceeding
	Health	77.5% expected 17.5% exceeding
<b>PSED</b> (Personal, Social and Emotional Development)	Confidence	77.5% expected 15% exceeding
	Feelings	82.5% expected 12.5% exceeding
	Relationships	80% expected 17.5% exceeding
<b>Literacy</b>	Reading	57.5% expected 12.5% exceeding
	Writing	60% expected 7.5% of which are exceeding
<b>Mathematics</b>	Numbers	62.5% expected 15% exceeding
	SS&M	70% expected 12.5% exceeding
<b>UW</b> (Understanding the World)	People	80% expected 7.5% exceeding
	The World	77.5% expected 10% exceeding
	Technology	85% expected 7.5% exceeding
<b>EAD</b> (Expressive Arts and Design)	Exploring Media	80% expected 17.5% exceeding
	Being Imaginative	87.5% expected 2.5% exceeding

\*Figures rounded up to nearest whole number

EYFS Good level of development	School 2016	National 2016
	65%	66.3%

**Year 1 Phonics Screening Check results** ~ 60% of the cohort reached the required level

### SATs Results (Standard Assessment Tasks): Key Stage 1

- Reading **46%** were at and above the expected standard
- Writing **42%** were at and above the expected standard
- Maths **49%** were at and above the expected standard

### SATs (Standard Assessment Tasks): Key Stage 2

- Reading 35.5% Achieved the Expected Standard in the Test (100+)
- Writing 71% Achieved the Expected Standard in the Test (100+)
- SPaG 68% Achieved the Expected Standard in the Test (100+)
- Maths 68% Achieved the Expected Standard in the Test (100+)

**School Prayer**

***Thank you God Our Father  
for our school and all the people in it.***

***Help us to make it a happy and safe place to be,  
Where people look after  
and respect each other at all times.***

***Amen.***