

## **Birkwood Primary School**

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

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**Headteacher: Mrs Julie Allen, M Ed, B A Hons (QTS)**

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**Website: [www.birkwood.org.uk](http://www.birkwood.org.uk)**

Dear Parent,

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,

A handwritten signature in black ink that reads "Julie Allen". The signature is written in a cursive style with a long horizontal flourish at the end.

Mrs Julie Allen  
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.

Birkwood Primary



## Prospectus for the year 2011/2012

### 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. Extensive building work was completed between September and October 2005, to include a new Foundation Stage unit and a Children's Centre (Buttercup Children's Centre). This accommodates 6 children from 0-2 years, 8 children from 2-3 and 15 children from 3-5 years, providing wrap around care and integrated services. There have been several phases of refurbishment throughout school, this an ongoing process to ensure appropriate and up-to-date learning provision.

From September 2011, there are 8 class bases, each with their own entrance, cloakroom and an Early Years Foundation Stage unit (Nursery and Reception). Due to the pressure for school places in Cudworth, our Governors agreed to admit an additional class to our Early Years Foundation Stage last year; therefore we have two Year 1 classes this year ~ Year 1 Tigers and Year 1 Leopards. We welcome the increase in numbers of children attending our school.

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
- Sending a termly newsletter from individual staff about the curriculum and how parents can help their child
- Inviting parents to events in school, particularly class assemblies
- Welcoming parents who volunteer their time and talents to help in school in any way
- 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 and acting upon them when appropriate

## Who's who at Birkwood?

**Headteacher:** Mrs Julie Allen  
**Deputy Headteacher:** Mr Daniel Wood

**Governing Body:** Mrs Glenis White (Chair of Governors)  
Mrs Janet Robinson (Vice Chair of Governors)  
Mrs Julie Allen (Headteacher)  
Mr Daniel Wood (Deputy Headteacher)  
Mrs Jane Robinson (Staff)  
Mrs Jill Birch (Staff)  
Councillor Charles Wraith (Community)  
Father David Nicholson (Community)  
Mr Tommy Taylor (Parent)  
Mrs Lisa Hugill (Parent)  
Mr Lee Spensley (Parent)  
Miss Rebecca Sanderson (Parent)

**Teaching Staff:** Arrangements for September 2011

Foundation Stage 1: Miss Gina Marson  
Foundation Stage 2: Mrs Gill Lawson / Mrs Dawn Hooper  
Year 1 Tigers: Miss Alex Betts  
Year 1 Leopards: Mrs Jayne Cattell  
Year 2: Mrs Aileen Exley  
Year 3: Mrs Esther Sutton  
Year 4: Mrs Sheila Winwood  
Year 5: Mrs Jane Robinson  
Year 6: Mr Daniel Wood

**Teaching Support Staff:** Arrangements for September 2011

Mrs Jill Birch  
Mr Peter Fielding  
Mrs Julie Porter  
Mrs Linda Taylor  
Mrs Ceri Hodgkins  
Mrs Linda Baker  
Mrs Jo-anne Whitfield  
Mrs Jenni Bates  
Mrs Tracey White  
Mrs Alison Summerfield  
Miss Danielle Taylor  
Miss Kristi Westlake  
Mrs Christine Dutton (Nursery Nurse)

**Non-Teaching Staff:**

School Bursar: Mrs Alison Gough  
Office Administration: Mrs Lisa Ellis  
Caretaker: Mr Peter Jones  
Cleaners: Mrs Kathleen Allott  
Mrs Carole Partlett  
Mrs Cynthia Stonier

Kitchen Staff: Mrs Marie Kenealy (Cook)  
Mrs Kathleen Allott  
Mrs Tracey Ferguson  
Miss Sarah Mellor

Lunchtime Supervisors: Mrs Alison Smith  
Mrs Nancy Young  
Miss Dawn Jones  
Mrs Janet Hayhoe  
Mrs Jean Pellow  
Mrs Debbie Rushforth  
Mrs Donna Smith

Local Education Authority Welfare Officer: Mrs Nicola Fowler  
(On school site Monday mornings)

School Nurse: Mrs Pat Haigh (01226 438828)

School/Parent Liaison: Mrs Linda Taylor

School Attendance Officer: Mrs Lisa Ellis

## 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 773689, 773588 or 773670. 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 preliminary 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 1 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. 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, where the school is named on the statement.
- b) Children in public care (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 may be refused, although it should be stressed that in such cases parents do have the right of appeal through the Local Authority, Education Committee to an Independent Appeals Tribunal. In the absence of an appeal, parents will be expected to approach another school with an admission request.

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 Gough 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 talk 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 the 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 the 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 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.

**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, Bingo nights, these are always well supported by children and parents alike. New parents are always welcome!

### **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 National Curriculum, as directed by the Department for Education. Over the past 12 months we have revised the way we address the National Curriculum to try to ensure that it meets the needs and interests of our children. We have focused on making it more creative and theme based, encouraging independent learning skills, this has successfully provided a real context for children's learning and understanding throughout school.

The core subjects of the National Curriculum are English, Maths, Science and ICT (Information Communication Technology). The foundation subjects are History, Geography, Design Technology, Art, Music and PE.

The National Curriculum sets out Programmes of Study for children to follow from Year 1 upwards. Key Stage 1 (KS 1) refers to 5 - 7 year olds and Key Stage 2 (KS2) to 7 - 11 year olds.

In addition to planned National Curriculum subjects, cross-curricular themes including multi-cultural, PSHCE (Personal, Social, Health and Citizenship Education) are taught through other topic themes where appropriate. Having gained Healthy Schools Status Birkwood Primary School strives hard to be a 'Healthy School' in every possible way. Drug education is taught through the Science curriculum.

All of our policies have due regard to the statutory guidance relating to Race Relations, the promotion of equality, Community Cohesion and Inclusion and the Disability Discrimination Act. Specific details of the Programmes of Study and school policies 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 recently introduced a Creative Arts Week during the summer term, this year it is week commencing 11<sup>th</sup> June and the focus will be India.

Our Foundation Stage 1 and 2 classes (Nursery and Reception) aim to build on the children's enthusiasm and curiosity through carefully planned learning activities, including play. The curriculum is planned to maximise children's opportunities to achieve the Foundation Stage Early Learning Goals.

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

### **ASSESSMENT**

Class teachers regularly assess each child's progress in all areas of their learning. Formal assessment by Teacher Assessment and National Standard Assessment Tests (SATs) currently takes place at the end of Key Stage 2 (Year 6). Teacher assessment is used at the end of Y2. Optional SATs are used in Years 3, 4 and 5 each year in May. Standardised tests are also used in Reading, Writing and Maths to help staff track pupils' progress. 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 2011, when there were 30 children in Y2 and 30 children in Y6. These were the most successful outcomes in both key stages; our Early Years Foundation Stage unit also continues to go from strength to strength.

### **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's 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 their own tolerance and understanding. RE lessons are based on stories, themes and festivals from the 5 main religious faiths of Christianity, Judaism, Islam, Buddhism and Sikhism. Whenever possible, school will invite visitors who represent these faiths to contribute to children's wider understanding and empathy.

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 and further developed and applied across the curriculum. We have a designated ICT suite with 30 computers and a bank of laptops for use in the classroom as well as Interactive Whiteboards in each classroom.

## 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 will be encouraged to read with your child and 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.

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. We are currently part of a sports partnership which enables our Key Stage 2 children to participate with other schools in competitive sports. We have a uniform for PE lessons; it is recommended that children wear:

### Indoor PE kit:

**Girls** Black leotard or white t shirt and black shorts/skirt

**Boys** 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)

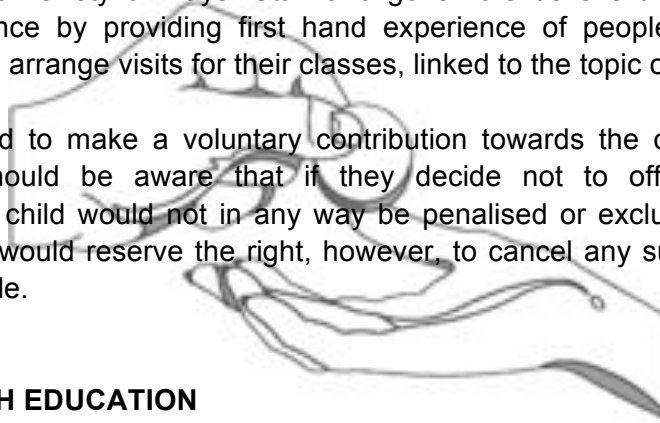
### **EXTRA CURRICULAR ACTIVITIES**

Staff try to widen the experience of our children by providing extra-curricular activities (out of school hours). Some or all of the following activities are on offer, depending on the availability of resources: football, netball, hockey, dance (including ballroom dancing), rugby, cricket, cross country, athletics, tennis, art, gardening and media. Our children are given the opportunity to participate in productions, such as, Christmas concerts, Carol services, Drama festivals and school drama productions.

### **EDUCATIONAL VISITS**

Children learn in a variety of ways. Staff and governors believe that visits 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.



### **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 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. 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**

From September 2010, there will be a revised Homework Policy, which is available to all parents. Homework is given to reinforce and extend work done in school for the benefit of the children, and gradually increases as the children get older. 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. 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 (SEN)**

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 satisfactorily, the Class Teacher, the Special Needs Co-ordinator 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 within the Education service, 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, Mrs Jane Robinson, the Special Educational Needs Co-ordinator, Mrs Linda Taylor, Parent Liaison or the Headteacher 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.
- Establish a safe environment in which children can learn and develop.

The designated member of staff for Safeguarding and Child Protection is Mrs Julie Allen, Headteacher and the deputy designated member is Mrs Jane Robinson, Special Needs Co-ordinator.

### **PASTORAL CARE**

The welfare and well-being of all pupils are 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 others 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 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. We are currently in the process of devising a set of Golden Rules that apply to all children throughout school. 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 decide to contact the parents so that we can cooperate 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 school 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.

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

### **SCHOOL MEALS**

Healthy eating options are available where children can choose from a traditional cooked meal, a jacket potato with a choice of fillings and dessert, plus drink or a 'grab a bag' option which contains a choice of sandwich, a home baked item, crisps and a drink. Schools meals cost £1.70 per day, £8.50 per week and we operate a system where meals are paid for in advance using a machine in the Main Entrance. Class teachers and Admin staff do not handle money for dinners. Children may bring a packed lunch instead of buying a school meal, this should be sent in a suitable solid container and they may bring a cold drink, (water or pure fruit juice only) in a carton or plastic bottle. Glass bottles and cans are not allowed. Please provide your child with a healthy lunch, not including chocolate bars or sweets.

If you feel that your child/ren may be entitled to Free School Meals, please see Mrs Gough or Mrs Ellis in the School Office for more information or by calling Barnsley 773513 (Scheme of Aid).

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

The Education Welfare Officer, Mrs Nicola Fowler, 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 Monday mornings, or by arrangement with Mrs Ellis.

### **WATER**

The water coolers have been supplied so that 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 at a cost of £8.00 per term, payable in advance in July, December and March for the following term. Any child receiving Free School Meals is also entitled for free milk every day.

### **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, with the prescriber's instructions and expiry date and parents are required to complete a consent form which is available from the School Office. Medicines should be handed to Mrs Gough for safe storage in a lockable cabinet. 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 do not allow dogs or bicycles onto school premises and that we are a non-smoking establishment, both internally and externally. It is also requested that parents do not smoke outside the school gates.

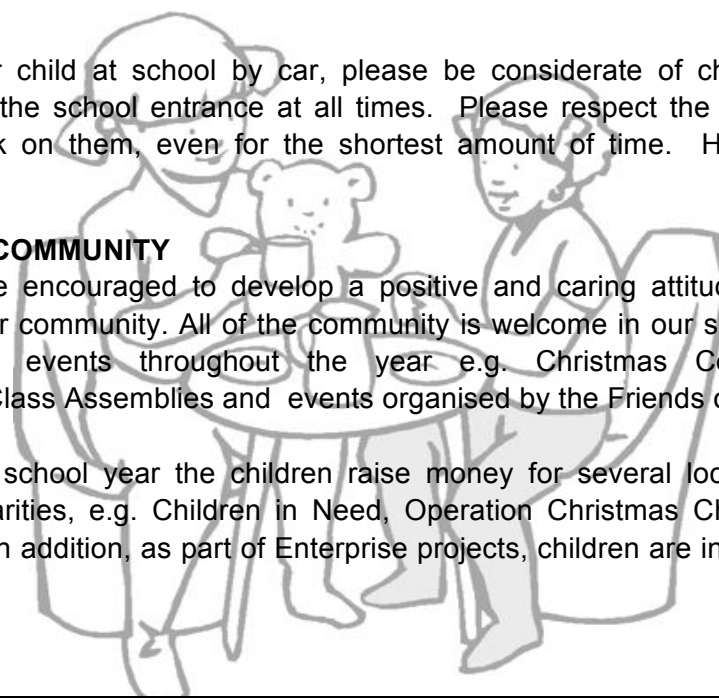
### **CAR PARKING**

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. 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. Children in Need, Operation Christmas Child and Send a Cow to Africa. 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, the allotment association, schools in the area and other local organisations.

## THE SCHOOL DAY

The school session times are:

Morning	8.45am – 11.45am	Nursery (Foundation 1)
	8.45am – 11.50am	Reception (Foundation 2)
	9.00am – 12.00pm	Key Stage 1
	9.00am – 12.10pm	Key Stage 2
Afternoon	12.30pm – 3.30pm	Nursery (Foundation 1)
	1.00 pm – 3.15pm	Reception (Foundation 2)
	12.55pm – 3.15pm	Key Stage 1 and Key Stage 2

There is no supervision in the playground before school begins. Please try to ensure that your child/ren does not arrive at school earlier than 8.45am. The doors will be opened at this time if it is raining. A bell will be rung at 8.50am to indicate that it's time to line up; children are then expected to line up in front of their classrooms by 8.55am, when their Class Teacher will escort them into school. 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.

## School Calendar 2011-2012

### Autumn Term

Monday	5.09.2011	School closed (INSET)
Tuesday	6.09.2011	School reopens
Friday	21.10.2011	School closes (Mid-term)
Monday	31.10.2011	School closed (INSET)
Tuesday	1.11.2011	School reopens
Friday	16.12.2011	School closes (Christmas)
Monday	19.12.2011	School closed (INSET)

### Spring Term

Tuesday	3.01.2012	School reopens
Friday	10.02.2012	School closes (Mid-term)
Monday	20.02.2012	School reopens
Friday	30.03.2012	School closes (Easter)

### Summer Term

Monday	16.04.2012	School reopens
Monday	07.05.2012	School closed (May Day)
Friday	01.06.2012	School closes (Spring Bank)
Monday	11.06.2012	School reopens
Friday	20.07.2012	School Closes (Summer)

## ATTENDANCE

### ILLNESS

It is important that children develop good habits of attendance and punctuality. 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 Ellis 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 for a holiday has on the education of their child/children. **Parents who wish to take children on holiday at times other than during school holidays must make their request in writing to the Headteacher.** Under normal circumstances pupils may be granted up to two weeks authorised absence in one school year, but only at specific times of the year. If a child's attendance falls below 95.5% the school has the right to refuse authorisation of absences. It must be realised though, that pupils are missing up to two weeks of their education, and that this does have obvious implications. Parents are particularly requested not to book holidays during the month of May as this is the month in which we currently have end of Key Stage assessments and other non-statutory assessments.

### **ATTENDANCE FIGURES**

**Sept 6 2010 to May 2011**

(for children of compulsory school age i.e. Age 5 before 1 September 2009 upwards)

Number of Pupils	= 220	
Possible Half Day Attendances	= 60453	
Actual Attendances	= 56605	= 94%
Authorised Absences	= 2580	= 4.3%
Unauthorised Absences	= 1046	= 1.7%

### **ACCESS TO DOCUMENTS AND OTHER INFORMATION**

Further details of the information contained in this Prospectus can be found in the appropriate policy documents of the Governing Body (all information is correct at the time of publication). The following documents are available for inspection by arrangement with the Headteacher:

- Any statutory documents issued by the DfE
- Ofsted Report (October, 2010)
- 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:

Mrs Judith Harwood  
Executive Director for Children, Young People and Families  
For the attention of the Complaints Officer  
Education Department  
Berneslai Close  
Barnsley  
S70 2HS

### **SCHOOL ACHIEVEMENT INFORMATION ~ May 2011**

- Foundation Stage outcomes - 65% achieved 78 points or more
- **SATs Results:**
  - **Key Stage 2**
    - English 87% achieved L4 and above, with 13% achieving L5;
    - Maths 87% achieved L4 and above, with 47% achieving L5;
  - **Key Stage 1**
    - Reading 77% achieved L2 and above, with 20% achieving L3
    - Writing 73% achieved L2 and above, with 3% achieving L3
    - Maths 87% achieved L2 and above, with 3% achieving L3

**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.***