

# Bengeworth CE Academy Parent and Carer Handbook



## Burford Road setting

2023 - 2024

## **Information for Parents/Carers of children at Burford Road** **Reception and Year 1**

This handbook contains information about Bengeworth CE Academy, part of the Bengeworth Multi Academy Trust, which we hope you find useful. It reflects practice and procedures at our school which is constantly being reviewed and improved in order to provide our children with the best possible start to school life. We will ensure that any changes to these arrangements are communicated separately.

## **Staffing Structure at Bengeworth Multi Academy Trust**

Bengeworth CE Academy is part of the Bengeworth Multi Academy Trust. This Trust currently comprises of Bengeworth Academy and Bretforton Village School, although this is likely to expand over the next few years.

The Trust comprises of multiple layers of leadership as detailed below:

### **CEO of the Multi Academy Trust**

David Coaché



### **Headteacher Bengeworth Academy**

Hayley Potter



### **Head of School Bengeworth Burford Rd**

Kirsty Shaw



### **Head of School Bretforton Village School**

Kevin Riley



### **Director of Inclusion & Provision**

Rachel Sénèque



### **Trust Business Manager**

Christine Booth



### **Deputy Headteacher Bengeworth Academy**

Natalie Snowdon



### **Deputy Headteacher Bengeworth Academy**

Sian Harley-Preller



## **The School Day at Burford Road**

### **Mornings**

At Bengeworth, we operate a 'soft start' to the school day. This means that parents and carers are welcome to bring their child to school from 8.45 am until 9.00 am when doors to the classrooms will be open to welcome children. We ask that parents and children do not arrive on either site any earlier than 8.45 am unless they are attending Breakfast Club.

From 8.45 am, children come into the classroom to prepare for the school day, complete a small task, choose an independent activity or respond to marking or feedback. This soft start also allows for parents/carers to pass on any important information to teachers or to have brief discussions before the school day. If a parent wishes to discuss something that may need a longer conversation, an appointment after school should be made.

The bell rings for the start of the school day at 9.00 am and all children should be in the classroom by this point or they may be recorded as late. After 9.00 am we ask that parents bring their children to the front office to be registered and sign the Late Register.

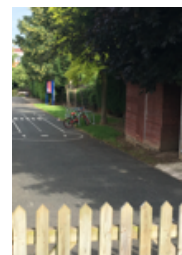
In the interests of safety, we ask that parents stay with their children until they have been accepted into the classroom by the teacher or support professional, and that they remind their children and siblings not to climb or walk on the walls surrounding the playground and school.

When walking to school, we ask all parents and children to use the pathway around the building and not to walk through the staff car parks. Staff continue to arrive at school up to 9.00 am and it is essential that children are not walking across the car parks when cars are moving. The wooden picket gate at the end of the top car park remains locked for this reason.



The school has an Arrivals and Departures Policy which we encourage all parents to read. Children are not allowed to walk to or from school alone until they are in Year 5, and then must have written parental permission.

If a child comes to school on a bike or scooter, they can be stored in the bike rack until the end of the day. Bikes and scooters must not be ridden on any of the school grounds by anyone at any time and must be dismounted at the front gates to avoid accidents to themselves and others. This includes younger and older siblings.



Teachers in both Reception and Year 1 often set up the outdoor learning space before school with equipment and resources needed for the day's learning. We ask parents to respect this and to ensure that children, including younger brothers and sisters, do not play with these resources while waiting for school to start.



#### Dogs

We ask that no dogs are brought onto our school grounds, either on a lead or being carried. If a parent needs to tie up a dog up in order to enter the school grounds, it should be tied up away from the main entrances. Although the dog may be very friendly, many children are very frightened of dogs, particularly if they jump up to greet people.

#### During the Day

Children spend the school day learning in many different ways and in different areas of the school. Often, the children will learn outside the classroom in our outdoor areas, including Forest School sessions. PE takes place outside or in our school hall, depending on the focus of the lesson and the weather. Children also use the hall for Collective Worship, drama activities and for lunch.

Children in Reception and Year 1 also occasionally walk to the King's Road setting to access the facilities, share their learning or to take part in joint activities with the children in Years 2 to 5. This is a safe walk up a footpath, away from traffic.



#### Playtimes

All children at Burford Road have a mid-morning break time of 15 minutes. Around this time, they are also offered a piece of fruit (provided by the school) and milk (if previously ordered by the parent or if the child is under the age of 5, in which case it is free).



Parents do not need to send their child with a snack, but must make sure that their child has a named water bottle which can be refilled during the day as needed. We ask that these bottles contain water, rather than juice or squash. Cartons of juice are also not permitted. These water bottles are kept in the classroom and children are encouraged to drink regularly.

Children in Reception may also initially have an afternoon break outside their classrooms.



## **Lunchtime**

Children in Reception, Year 1 and Year 2 are entitled to a free hot school meal cooked by our team in the kitchen at our King's Road setting. We encourage children to try new foods at lunchtime and there are plenty of choices, including vegetarian options, jacket potatoes and a salad bar. Most parents choose this option for their children, but parents can also choose to send their child with a healthy packed lunch. Please be aware that it is not possible to alternate between packed lunches and hot meals. Children are also encouraged to use their knives and forks correctly and to display our Christian values, as well as good manners, while eating at the table, such as putting their hand up and asking to leave when they have finished their meal.



Children are supervised by a team of Lunchtime Supervisors who also provide a range of playground toys for children to enjoy outside. When the grass is dry, the children can also play on the field in addition to the playground.

If children are unable to go outside due to wet or unpleasant weather, break times and lunch playtimes take place in classrooms, where a range of activities are provided.

## **End of the Day**

At the end of the school day parents are asked to wait outside the classroom doors until the bell rings at 3.00pm to mark the end of the day and should not arrive on site to collect their child until the gates are opened after 2.50pm. Teachers or Support Professionals dismiss the children one-by-one and will only let a child leave the classroom when they have made eye-contact with the parent or carer collecting the child. If a child has not been collected on time, he or she will be taken to the library area outside the school office to wait to be collected. Teachers will also phone parents of a child who has been waiting for any length of time to check that collection arrangements are in place.

If parents know that they are going to be late collecting their child for any reason, we ask that they contact the school by telephone so that the teachers can make arrangements for the child to be supervised and can reassure the child.



Children are not allowed to play on any playground equipment, Trim Trail or toys after school has ended and must not ride their bikes or scooters on the paths around school until they have left the school grounds.

Staff will not allow children to be collected by adults other than parents unless they have had notification by the parent themselves or the parent has phoned the school office. Children may not be brought to school or collected by anyone under the age of 16 years, including siblings. Where there is a question over whether a child should be allowed to leave with an adult other than the parent, the teacher will phone the parent to confirm arrangements before allowing the child to leave the school premises.

The school day finishes at 3.15pm for pupils at our King's Road setting (Years 2 to 5) which enables parents/carers to collect younger siblings from Burford Road before collecting older siblings.

## **Wrap Around Care**

### **Breakfast Club**

The school runs a Breakfast Club for children at Bengeworth at both the King's Road setting and the Burford Road setting. This is run by experienced Support Professionals and other members of the school staff and children can attend from 7.45 am. During a Breakfast Club session children have the opportunity to have a healthy breakfast and enjoy a range of activities before school starts.

### Night Owls' After School Childcare

After school childcare is available at our Burford Road setting until 6pm from Monday to Friday and children can be walked down from King's Road to attend this provision, including after extra-curricular clubs (Curriculum+) finish. All children attending after school care may also wish to join an after school 'Curriculum+' club for the first hour when these commence. If children stay after 4.15pm, they will be offered a healthy snack.



### Booking for Breakfast Club and Night Owls

Further details about wraparound care are available on the school website under the '[Parent Information – Wraparound Care](#)' section. All bookings must be made via the online booking system, Magic Booking', at least 24 hours in advance of the session required. Full terms and conditions are available to view and download, but any further enquiries should be made to the school offices at either setting. Any bookings made within 24 hours of requiring childcare should be made by calling the school office and will be subject to a late booking fee.

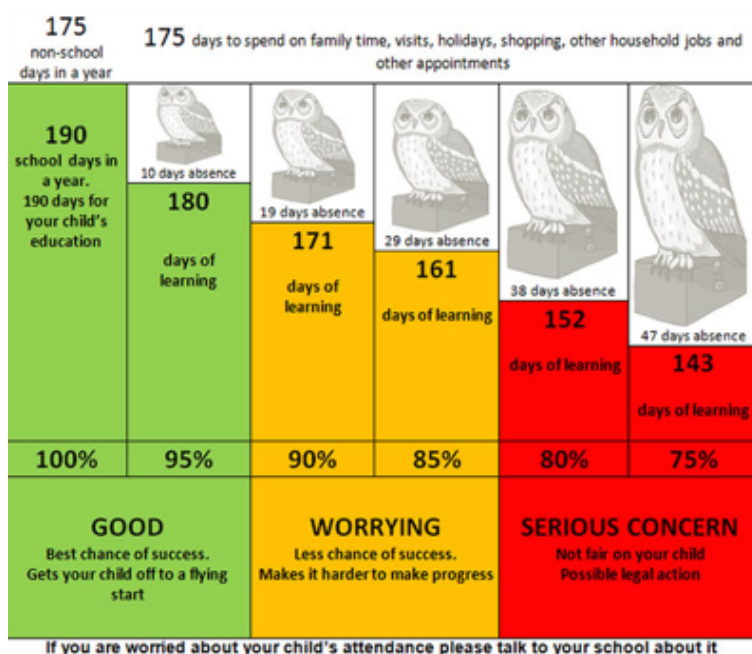
### Extra-Curricular After School Clubs – Curriculum+

The school offers a wide variety of after school clubs which are run by both school staff and external providers from 3.00/3.15pm to 4.00/4.15pm. There is a small cost for these extra-curricular opportunities which are booked on a first-come-first-served basis through our online e-payment system, 'ParentPay'. The number and variety of clubs available to children increases as children move into Key Stage 2.

Any enquiries regarding our Curriculum+ offer should be made to [afterschool@bengeworth.worcs.sch.uk](mailto:afterschool@bengeworth.worcs.sch.uk)

## Holidays, Lateness and Absence

### Lateness and Absences



If a child arrives at school after the bell has rung, the wooden gates to the playground will be locked and the classroom doors will be closed. The child must be brought to the school office to be registered where they will be marked as 'late' in the register with the reason for the lateness.

If the child is poorly and is not well enough to attend school, we ask that parents telephone the school first thing in the morning to let the school know. The school will telephone any parents who have not informed the school that their child will be absent that day. An answerphone service is available for parents to leave a message if the office staff are unavailable to answer the phone.

Children's absence is monitored as part of our school procedures. If a child's absence falls below 95% it will become a cause for concern and parents may be invited in to school to discuss ways of improving attendance.

If a parent needs to bring anything to school during the day, they should go directly to the school office rather than the classroom doors. This also applies to parents who need to collect children for any reason during the day.

### **Holidays**

Holidays or planned absences (other than illness) in school time are not authorised unless they are for exceptional circumstances. In all cases, parents must complete and submit an [‘Application for Planned Absence’ form](#) on the school’s website, which will be sent to the Headteacher/Head of School for consideration.

Planned absence request forms should also be used for any external exams, such as ballet or dance, or for other circumstances where an absence is known in advance. It is the school’s policy that teachers will not set work for children during the time that they are absent from school on holiday.



### **Pupil Premium Funding and Benefits-Related Free School Meals**

Although children in Reception to Year 2 are entitled to a free midday hot meal as part of the Universal Infant Free School meal scheme (UIFSM), children may also be eligible for the Pupil Premium funding. This also provides the school with additional funding which can be used to support the child’s education as they move through the school. Children may be eligible for this grant if parents are in receipt of any of the following:

- Income Support
- income-based Jobseeker’s Allowance
- income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If a parent’s application is successful, the child will be entitled to free school meals from Year 3 until they leave Bengeworth.

If parents think they may be eligible please visit the [link on our website](#) or alternatively contact the school office for an application form.

### **Opportunities at Bengeworth**

#### **Swimming**

Children in Reception and Year 1 will have timetabled swimming sessions during the school year. During these sessions, the children work towards achieving ‘Bengeworth Barracuda Swimming Awards’ and national distance awards, as well as learning how to be confident and safe in the water. As the children progress through the school, swimming lessons will be aimed at children who are at risk of not achieving the expected standards at the end of Year 6.

#### **Productions and Class Assemblies**

Each class performs a Class Assembly for parents and other children in the school during the year. This is a celebration of learning and showcases the children’s current topic.

Currently, children in Reception also perform a Nativity style production for parents at Christmas time and Year One lead a Mothering Sunday Service in the Church in March.

### **Forest School**

All children will have several sessions of Forest School over the course of the year. Parents will be informed of the timings for these, but must ensure that their child has the appropriate clothing for these sessions (a letter will be sent out in advance detailing the necessary clothing). Although we have waterproof suits available to borrow, we find that children are more comfortable in their own clothes. If a child does not have their Forest School clothes, they may not be able to take an active part in the session as children tend to get very muddy!



### **Educational Visits**

Children take part in a variety of educational visits linked to the curriculum and have many opportunities to learn outside the classroom throughout the school year. These range from a walk to the local church for a whole school service, a trip to the local park to study signs of Autumn, to a trip on a coach to a museum or farm. Many of these trips or opportunities have no cost. However, where a cost is involved, parents are asked to make a voluntary contribution via the school's e-payment system, ParentPay, to enable the trip to take place. Payment on ParentPay also represents parental consent for a child to attend a trip or educational visit. However, if parents need financial support with this, they should make an appointment with a member of the leadership team to discuss potential arrangements.



There are some trips which involve the whole school. These include church services, Values Champions Assemblies and the celebration of special events e.g. significant royal events. Every Christmas, the whole school looks forward to a visit to the theatre to watch a traditional pantomime.

As children move through the school, there are opportunities for them to go on trips further afield, such as Blenheim Palace, the Houses of Parliament in London or the theatre. Children in Year 5 also have a week's PGL residential trip, often to France, during which time they take part in a range of team building activities as well as practising their language skills in various different contexts.

### **Charities and Fundraising**

From the very start of school, children are encouraged to recognise that there are others in the world who are not as fortunate as themselves and over the course of the year, all children in the school take part in fundraising and charity events. These include BBC's Children in Need, Comic Relief, Sport Relief, Christmas Jumper Day and the Christmas Shoebox Appeal. On many of these occasions, children are invited to wear their home clothes, or a particular theme of clothes, for a donation towards charity (usually £1).

All year groups also work towards planning and hosting an enterprise project to raise money for a charity or specific project. Such projects might include a Farmers' Market, Italian Restaurant or Healthy Snack sale, to name but a few.



### **Sports Days**

The school's sports day takes place in the summer term and is a combination of traditional races and athletic style team activities. Parents are invited to watch their children in both the team activities and the traditional races and are also invited to join the school for a picnic on the field at lunchtime.





## **Pupil Voice**

### **Pupil Voice**

Pupil Voice is considered to be an integral and valued part of school life at Bengeworth. As children move through the school, they have opportunities to contribute to the way their school is run and managed through being part of a wide range of pupil voice opportunities such as Pupil Parliament, Worship Team, Digital Leaders, Mental Health Ambassadors, Fundraising and Events committee and Eco Team. Meetings for these will generally take place during school time.



### **Learning Ambassadors**

At Bengeworth, we strongly encourage children to share their learning with others and develop this skill through appointing 'Learning Ambassadors' for each class. These children, appointed half termly, have the responsibility of sharing and explaining their learning to any visitors to the class, including staff, and work hard to develop their skills as role models for learning behaviours in the school.



### **Classes and Houses**

Classes in the school are named after three local rivers, Avon, Severn and Teme. This class name will generally remain with the child throughout their time at school, with only the year group number changing as the child moves up through the school.

On entry to the school, children are also allocated a house. These are Aldridge, Badham, Capaldi and Fowler. Throughout the year, including Sports' Days, children take part in various inter-house competitions.



The colours associated with these are:

- Capaldi – Red
- Badham – Green
- Fowler – White
- Aldridge - Blue

### **Cluster Events and Fixtures**

Bengeworth Academy is part of a local cluster of schools who regularly meet for different events. These include sports fixtures, such as football or netball tournaments, as well as opportunities for children from each school to meet to discuss the experiences in each other's schools. Some of these events happen during the school day, although matches are often scheduled after school.

### **Musical Instrument Lessons**

There are many opportunities for children to develop their musical interests and talents at Bengeworth, including the opportunity for children from Year 2 onwards to learn to play a musical instrument. These private peripatetic lessons are chargeable; parents are sent details in the summer term for the following academic year. Tuition is through external providers who offer instrumental lessons such as guitar, drums, violin and piano. Children can also choose to take part in the school's own Rock Band, learning to play with others and performing at local events.



### **Water Bottles**



All children should have a filled, named water bottle in school which should go home every day to be washed. These are kept in a central place in the classroom and are available for children to drink from throughout the day. Water bottles are not kept on the children's tables to avoid spillages on work. Water coolers and taps in the classroom are available for children to top up their water bottles when empty.

### **Pencil Cases**

At Burford Road, all stationery is provided for children in and children should not bring pencil cases in from home to use in school. Only children in Year 5 may bring pencil cases to school.



## **Homework/COOL Time and Reading**



A love of books and fluency in reading is a high priority in our school and we expect all our pupils to read, or share a book, every night. Initially, children in Reception may have books with no words, which are designed to encourage children to talk about pictures and stories, to predict what might happen and to look for clues. As children develop their reading skills, books become more challenging and it may not be possible to read a whole book in one night! It is essential that children talk about what they have read, answer questions and find clues to

support their answers as well as reading aloud. We ask that parents make a comment in the reading record books and sign to say that they have read with their child on a daily basis.



Reading books in Reception and Year 1 are fully decodable. They are not changed every day as re-reading the same book helps children to read aloud more fluently, and children are encouraged to be responsible and independent by putting their reading books and records in the basket ready to be checked.



COOL time (Carrying On Our Learning) is the Bengeworth term used for homework. As well as reading, children will have COOL time activities to complete at home based on their learning at school, some of which may be set on the school's digital learning platform, SeeSaw. These are designed to strengthen children's understanding and for them to share this with parents. The frequency of homework and the types of tasks set depends on the year group, but will be explained clearly by the class teacher and is available on the school's homework policy on the website. For children in Reception, COOL time activities are sent home once a week. Children also have access to online learning through apps, such as Phonics Hero.

From Year 1, children are also set weekly spellings to learn. These are based on the sounds and letter patterns that children are learning in school, combined with the more 'tricky' words that they are required to know how to read and write independently. We ask parents to help support their child by practising these spellings every night in preparation for learning at school.

## **Behaviour and Christian Values**

### **Behaviour**

The school's philosophy is to encourage and praise achievement in work or behaviour rather than to use sanctions or retribution and our behaviour policy is based on a restorative justice approach. There are many opportunities for children to be recognised for their achievements and progress, including through house points, 'Little Stars' Assembly (Burford Road), Golden Assembly for children at King's Road and Headteacher's Golden Tea.

During Little Stars Assembly, children in Reception and Year 1 are recognised for their achievements and progress and are awarded a certificate in recognition. Children in Reception and Year 1 are also welcome to bring in and share awards achieved at home during this assembly. Birthdays are also celebrated in our Little Stars Assembly. Our [Behaviour Policy](#) is available for parents to download from our school website.



### **House Points**

Our positive rewards for children are given with the school's house system in mind. When children receive a reward in the form of a house point or marble, this is collected and allocated to the child's house and added to their house's cumulative total with the aim of winning the house cup at the end of each half term.

Marbles are earned by demonstrating our school values and being a role model to others by showing respect, responsibility, trust, forgiveness, perseverance and friendship.

House points are earned through the effort and presentation a child may show in their school work, whether through contributions in class or the work they produce, and are recorded on a House Point Chart which they take to a member of the leadership team when full. Children love seeing the house marble jars filling up and collecting their house points on their charts to show off at home when each chart is completed.

### **Christian Values**

The school has six Christian values, agreed by all our stakeholders, which underpin everything we do.

Children are encouraged to understand these values, to recognise them in others and to support each other to demonstrate them in every aspect of school life. These Christian values form the focus of our collective worship and spiritual reflection sessions each half term.

Our Christian Values are:

- Friendship
- Forgiveness
- Trust
- Respect
- Responsibility
- Perseverance



Every half term, children nominate 2 children in their class who have consistently demonstrated our Christian Values. These children are awarded Values Champions Medals in a special Collective Worship to which parents are invited. In addition to this, children are awarded marbles for the Values marbles jars when they are spotted demonstrating one of our Christian values. These jars are kept in the Library area at Burford Road.

### **St Peter's Church**

As a Church of England school, Bengeworth has strong links with St Peter's Church and children visit St Peter's Church for special services, such as Values Champions, Harvest Festival, Christmas and Easter. These services are led by the Worship Team or children in particular year groups whose parents are also invited to attend, although it is worth noting that there is limited space in the Church.



## **Inclusion at Bengeworth**

We recognise that pupils have a wide and varying range of individual needs. At least one in five pupils will have an additional need of some sort during part of, or for their entire school career. At Bengeworth, we believe pupils can be supported to overcome any barriers to learning. As recommended in the SEN Code of Practice 2014 our school adopts a graduated approach to match provision to children's SEN (Special Educational Need) so that, where necessary, we can draw upon specialist expertise in order to respond to a child's individual needs if they do not make adequate progress. All the teachers in our school are teachers of SEN. As such they provide quality first teaching to all pupils in their class through differentiation, a variety of teaching strategies and learning arrangements.

Where a pupil is receiving SEN support, staff talk to parents regularly to set clear targets and review progress towards them, discuss the activities and support that will help achieve them, and identify the responsibilities of the parent, the pupil and the school. We regularly give feedback to all parents, both formally and informally.

If your child has additional needs, you may be interested in joining our Parent Inclusion Network, which is a small and friendly informal group for parents where we share information and thoughts on how we might develop our inclusive practice together. The main aims are to provide support and encouragement to parents of children who have additional support needs, their families and to those who work with them, and to work productively and collaboratively with parents and outside agencies to ensure positive, inclusive practice is at the heart of school life and to have happy, successful children- bursting with self-esteem!

Our Director of Inclusion & Provision for the Trust is Mrs Rachel Sénèque and our school SENCo is Miss Elizabeth Lane; please don't hesitate to contact them regarding any queries that you may have.



Mrs Sénèque



Miss Lane

## **Safeguarding and Child Protection**

Your child's safety and welfare is always our priority and all our staff and volunteers are committed to this. All our staff and volunteers receive training and guidance to follow when they suspect a child may be experiencing abuse or harm, and the school has a Child Protection policy in place which is available for parents to read on our website.

Sometimes we need to share information and work in partnership with other agencies where there are concerns about a child's welfare. We will ensure that our concerns are discussed with the child's parents first unless we have reason to believe that such a move would be contrary to the child's welfare.

Bengeworth's Designated Safeguarding Lead is Mrs Kirsty Shaw. The Deputy Designated Safeguarding Leads are Mrs Hayley Potter, Mrs Natalie Snowdon and Mrs Jane Wadmore. All parents and carers are encouraged to discuss any child welfare concerns they have with any of these members of staff.

Both our Burford Road and King's Road settings are non-smoking areas. This includes electronic cigarettes or 'vapes'.



## **Extra Support and Help for Families**

We recognise that on occasion, families and parents may need extra support, advice and guidance. Mrs Wadmore is our Family Support Professional who provides remote and face-to-face support for families, including signposting to relevant resources and other services. Parents and carers can contact Mrs Wadmore directly through the dedicated family support email [familysupport@bengeworth.worcs.sch.uk](mailto:familysupport@bengeworth.worcs.sch.uk) or by completing the online referral form on the school's website. Our Early Help offer is also available on our website or by clicking [here](#).



## **Helping Hands' Volunteers**

At Bengeworth we very much welcome volunteer support from parents and carers who have a wealth of skills and talents to offer our children. All our Helping Hands' volunteers are fully DBS checked and support and support the curriculum with swimming, reading with children, cooking, educational visits and more.

## **Bengeworth School Uniform**

All Bengeworth uniform with a logo is available to buy from the School Shop in Evesham, both in store and online. It is essential that all uniform, including ties, coats and shoes, is named very clearly and that parents regularly check that names do not disappear in the washing machine! Children are expected to be wearing the full, correct school uniform every day, including the school tie and correct black, school style shoes and are expected to wear shirts with the top button fastened. A letter will be sent home if a child does not wear the correct uniform or is not adequately equipped for school. A phone call may be made to parents/carers to ask for missing uniform to be brought in to school if this is a persistent occurrence.

### **Winter Uniform (can be worn all year)**



Red V-neck sweatshirt or cardigan with logo  
White shirt/blouse – long or short sleeved (not polo shirt)  
Red and silver striped tie  
Grey/charcoal (not black) trousers/skirt/pinafore  
Red or grey tights (not black or white)  
White/grey/black socks  
Black school-type shoes  
(open-toed sandals, crocs, boots or black trainers are not permitted)  
Red school book bag  
Waterproof coat/fleece with optional school 'beanie' hat



### **Summer Uniform (from Easter holidays to October half term holiday)**



Red V-neck sweatshirt or cardigan with logo  
White shirt/blouse – long or short sleeved (not polo shirt)  
Red and silver striped tie  
Grey/charcoal (not black) trousers/skirt/pinafore/shorts\*\*  
Optional – red and white checked dress worn with white socks (not tights)  
Black school-type shoes (open-toed sandals, crocs, boots or black trainers are not permitted)  
Red school book bag  
\*\* Grey/black socks or white socks to be worn with shorts (not tights).

In the summer months, children should come to school having had a long lasting sun cream applied at home. Sun cream must not be sent into school for children to apply themselves and staff are unable to re-apply sun cream to children during the day.

Long hair should always be tied back at school. Any earrings should be simple studs, not hoops, and must be removed at home on PE days. Any earrings which cannot be removed will be covered with micropore tape to avoid accidents.

More information can be found on the school's website and in our '[Bengeworth CE Academy School Uniform](#)' leaflet.

### **PE Kit**

Children will also need a full PE kit consisting of a Bengeworth red t-shirt, red shorts/skorts, black pumps or pair of trainers, black or white socks, black jogging bottoms and red Bengeworth hoodie with school logo for the colder days. Again, these must be clearly named. PE kits are sent home to be washed every half term and it is important to use this time to check that pumps and trainers still fit. Children will also need a swimming costume/trunks/shorts and a towel when timetabled for swimming lessons.



Although there are timetabled PE lessons for each class, it is essential that PE kits are in school every day and are returned on the first day after each holiday, as additional PE lessons can often be taught within the week. If a child does not have a PE kit in school, he or she may not be able to take an active part in PE lessons.

## **Health, Illness and Accidents**

### **Hygiene in school**

In order to maintain high standards of hygiene, we teach children the importance of regular handwashing and use hand gel throughout the school day.

### **Accidents**

Children often have minor bumps and scrapes at school during the day. These are dealt with by our qualified first aiders and recorded on our cloud-based recording system, Medical Tracker, which will automatically send a notification to parents.



However, if a child has a bump on the head, a 'head bump' letter is sent home via Medical Tracker to parents' email addresses to alert them to the fact that their child has had a head bump, with information regarding signs of concussion. School staff are able to see that this has been read and acknowledged by parents.

If a child has a more serious accident, the school will telephone parents immediately to ask them to collect their child and to take him or her to be checked by a doctor. It is vital that any changes to parental contact details e.g a new mobile number, are given to the school office in case of any emergency.

In any emergency, the school will call an ambulance before contacting parents.

### **Medicines in school**

The school is generally unable to administer medicines in school except under specific circumstances. Please see the [Academy Medicines Policy](#) on our website for further information.

We are also generally unable to have any cream (eg E45, sun cream), pain relief (eg Calpol, Nurofen) or antihistamines (eg Piriton) in school. This includes products such as Vaseline or lip salves.



If a child has been diagnosed with asthma, a blue 'reliever' inhaler must be kept in school with the child's name and correct dosage clearly visible. These are sent home during the holidays and need to be returned on the first day of each term. We are unable to send these home daily.

It is very important that the school is made aware of any allergies that a child has as soon as possible. For children with severe allergies, an auto-injector (sometimes called 'epipen', prescribed by a doctor and provided by the parent) is kept in school for emergency use.

### **Sickness and common infectious ailments**

If a child is taken poorly in school, the office will attempt to contact parents to arrange for the child to go home. This is done using the prioritised list of numbers given to the office when a child starts school. It is essential that these numbers are updated immediately if there are any changes.

Sickness and diarrhoea - If a child has sickness or diarrhoea at home, they should not return to school for a minimum of 24 hours after their last episode. Parents should use their discretion as to whether or not their child is ready to return after this time.

Head Lice - A common issue in schools and are passed on easily in young children whose heads are often close together as they learn. If a parent finds head lice (the insects) or nits (little white eggs) in their child's hair, they should treat their child's hair immediately, seeking the advice from a pharmacist as to the best treatment to use. Once treated, the child can return to school. However, the parent should then inform the class teacher so that other parents can be advised to check their child's hair to prevent further cases in the class.

Chickenpox – This is a common virus in children of primary school age. It appears as a blister-like rash, often on the trunk of the body, and may also be accompanied by cold-like symptoms. A child is infectious for a few days before the spots appear and for about 6 days afterwards. A child may return to school only when the spots have formed a scab and dried up.

Impetigo – This is a very infectious virus which commonly affects the face, particularly around the mouth and nose. If impetigo is suspected, a child will need to see a doctor for a prescription of antibiotic cream and may return to school 48 hours after starting treatment with antibiotics.

Conjunctivitis – This is an infectious virus which often causes sticky and gritty eyes which often look pink and sore. There is sometimes a yellow or white discharge from the eye. If conjunctivitis is suspected, a doctor or pharmacist should be consulted and antibiotic cream or eye drops used. The child can return to school when the eye is treated successfully or appears normal again and the child is not in any discomfort.

### **Medical appointments**

To avoid children missing learning, we ask, whenever possible, for parents to make medical appointments out of school time. This includes dentist, optician and non-urgent doctor's appointments.

The school appreciates that there may be appointments, such as for specialist medical advice or consultant appointments, which fall in school time. In these instances, we ask parents to inform the school office in advance of the need to remove a child from school before the end of the day, or that the child will be late. If a child's attendance falls below 95%, the school may ask to see a copy of appointment letters to verify the reason for absence.

## Communication with Parents

### Parents' Evenings

Face-to-face formal Parent Consultation meetings are held over two evenings in the Autumn Term and Spring Term and appointments can be made through Magic Booking. Details of how to book these will be sent to parents in advance of the dates. Parents receive a written annual report in the Summer Term, with an opportunity to discuss the report with the class teacher if required.

Throughout the year, parents may also be invited to come into school to look at their child's work at more informal sessions. This is an opportunity for parents to look at their child's books and celebrate progress with their child, with the teacher on hand to answer any quick questions that may arise. If parents need to discuss issues in more detail, a separate appointment should be made.

### Newsletter

The school publishes a weekly newsletter on the website on a Friday with news of events that have happened in school, as well as notification and reminders of future events and messages to parents. This is also emailed to parents who have provided a current email address. Paper copies of the newsletter are available outside the offices at both settings.



### Website, Text Messages and Emails

The school has a detailed and informative website ([www.bengeworthacademy.co.uk](http://www.bengeworthacademy.co.uk)) which is continually updated. It contains a wealth of information regarding school life, including important policies, parent information and school news. Copies of previous newsletters, as well as letters to parents, are also available on the website.

A text message and email service are used to send important messages and reminders to parents. The school is continuing to reduce the amount of paper it uses, and will endeavour to send all correspondence to parents via email in order to achieve this.

### SeeSaw Messages

Parents and carers are able to contact their child's class teacher through their own online SeeSaw account. Details of this will be given to parents and carers at the beginning of the academic year.

Please be aware that any questions and queries will be responded to as promptly as possible, but may not be answered immediately, especially at weekends and during holidays. SeeSaw messages should not be used to report a child's absence which must be reported to the school office via telephone.

### Facebook and Twitter

Bengeworth CE Academy has a Facebook and Twitter page which enables us to share news and information with our parents. Links to these can be found on our homepage.



### Parent Forums

Every term, parents are invited to attend a parent forum to discuss particular topics relevant to the development of the school. The purpose of these is to seek the views of parents in order to improve the provision for children in the school. Outcomes and feedback from these meetings can be found on our website or by clicking the link [here](#).



### School Closures

If the school has to close unexpectedly for any reason, such as due to a heavy fall of snow, parents will be notified by text, email, on Facebook or twitter and the school website will display a message. Local radio will also provide an updated list of school closures. Remote learning will be available to pupils from the 2<sup>nd</sup> day of any school closure.





### **Concerns**

If parents have any concerns regarding their child, or issues that relate to school, they should talk to their child's class teacher in the first instance. If the incident is more serious or a parent feels that the issue has not been resolved, they should make an appointment to see the Year Lead or Deputy Headteacher. If a resolution is still unable to be reached or the matter is of an extremely serious nature, an appointment should be made to see the Head of School, Mrs Kirsty Shaw, or ultimately, the Headteacher Mrs Potter. The [school's complaints' procedure](#) and form is also available on the school's website.

### **Photography**

Currently we have no restrictions on parents taking photographs and videos at school events. We do, however, ask parents that they only take these of their own children and that they do not post photos or videos of other children online or on social media without the permission of their parents. It is also important to inform the school if parents do not wish their child to appear in any promotional photographs or videos which may also be shared on social media.

### **School Photographs**

Official school photographs are taken twice a year with parents given the opportunity to order and purchase these at a reasonable cost. In the Autumn Term children are photographed individually and with their Bengeworth siblings, and where possible, parents given the opportunity to bring younger or older siblings after school for a family portrait. These photographs can be ordered in time for Christmas. In the Summer Term, children are photographed in their class groups, often in informally posed friendship groups. Again, these photographs can be purchased by parents.

### **School Payments – ParentPay and Magic Booking**

The school no longer accepts cash or cheque payments. Instead, all parents/carers will receive an individual username and password for ParentPay and can set up a Magic Booking account when they join the school on which they can book and pay for:

Hot meals (Year 3 to Year 5) - ParentPay  
Educational visits and trips - ParentPay  
Curriculum+ clubs – ParentPay

Breakfast Club – Magic Booking  
Night Owls' After School Care – Magic Booking  
Parent consultation meetings – Magic Booking

A link to ParentPay is available on the school's website by following the £ icon on the top right hand side of the school's home page. If payment cannot be made for any reason before an educational visit takes place, parents/carers must make an appointment with a member of the Leadership Team to discuss any individual circumstances, so that the school can meet its financial obligations without jeopardising provision of the curriculum activities arranged for all pupils. Early communication is essential if payments are not able to be met. Payment on ParentPay also indicates that parental permission has been given for a child to attend an educational visit.

Curriculum+ and Night Owls activities do not form part of the school curriculum and are offered both as enrichment opportunities as well as privately arranged childcare for parents. We quality assure this provision to ensure that it is good value for money as well as being safe and enjoyable for children. As these services are established at an initial cost to the school, payments for Curriculum+ and Night Owls must be made in advance at the time of booking and services will be withdrawn immediately if an account runs into debt.

Magic Booking accounts can be activated through the [Parent Information – Wraparound Care page](#) on the website. To do this for the first time, parents need to ensure that they use the email address they have provided the school and then click on 'forgot my password' to access the account which has been pre-populated with a child's information.

### **General Data Protection Regulations (GDPR)**

At Bengeworth CE Academy we are fully compliant with GDPR regulation requirements and full details of our data protection policy and privacy notice are available on our website. Parents/Carers are asked to 'opt-in' in order for us to take, store and use your child's photograph for the purpose of educating students, providing educational evidence, promoting educational achievements and celebrating events.

## School Governors

Bengeworth Multi-Academy Trust has three layers of governance:

There are four Trustees (also called Members of the Trust) who oversee our charity.

There are seven Directors of the Board who operate at a strategic level (they are the owners of the company, rather like shareholders). They are responsible for establishing the aims and policies of the school, setting and implementing the school budget and ensuring that the curriculum is taught.

There are eleven Local School Governors (who together make up the School Governing Body), who have the responsibilities delegated to them by the Academy Trust. The School Governing Body is composed of representatives from the Church, local community, school and parents who set targets for the school and ensure the implementation of these targets. These Governors visit the school regularly and act as a link between parents, the Church and the school. The Governors have regular half-termly meetings and have also formed Working Groups/Committees to focus on specific areas.

Our Chair of Governors is Mr Andy Martyr-Icke. Details of all school governors, including contact details, can be found on the [school's website](#).

## Parking

Parking is very limited around the Burford Road setting. We therefore ask that:

- When parking to drop off or collect their children, parents are considerate towards our neighbours and do not obstruct driveways.
- Parents do not park on the zig zag yellow lines immediately outside school as these are there to allow a clear and unrestricted view for drivers or children and parents wanting to cross the road, or park on the double yellow lines around the setting.
- Parents consider using the car park on Burford Road (near to the Regal Cinema). This is **free** at the beginning and end of the school day for a 20 minute period.
- Parents do not use the staff car parks at any time, including when dropping children off for Wraparound Care and picking up.

Our local policing team often carry out checks of parking outside school and have been known to issue tickets to parents who are parked illegally, unsafely or inconsiderately.



# OUR BURFORD ROAD SETTING FOR RECEPTION AND YEAR 1

