



# Holymead Primary School Prospectus

2016-2017



## **HOLYMEAD PRIMARY SCHOOL PROSPECTUS**

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## **VISION STATEMENT**

'Nurture, Inspire, Achieve'

Holymead Primary School NURTURES children through a safe, caring and supportive environment.

Holymead Primary School INSPIRES children through creative, exciting learning experiences.

Holymead Primary School aims to enable every child to ACHIEVE their full potential.

## **ADMISSIONS**

The present statutory age for admission is the term following a child's fifth birthday, but at present Bristol Local Authority has a policy of three years of infant education for every child. This means a child may start school in the September following his/her 4<sup>th</sup> birthday.

Legislation means that no class at Key Stage 1 level may be larger than 30. The standard intake number for this school is currently 90.

During the Summer Term before a decision has to be taken about choosing a school, we invite parent/carers to attend our Open Day. Applications for places need to be made online to Bristol Local Authority who make the final allocation of places. See Bristol's website for admissions criteria.

When the school has been given the list of children allocated a place (usually by the March before the child will start school), arrangements are made for parents/carers to attend a meeting. Opportunities are also made for children to visit the school and spend time in the classroom where they will be working.

## **SCHOOL ORGANISATION**

At present there are 21 classes, 3 in each year from Reception to Year 6. The primary school is spread over two sites. The Hollywood Road site currently houses the infant children and the Wick Road site houses the junior age children.

All classes are mixed ability and the placing of children in a class is based on the need for an evenly balanced distribution of children to teachers. The three classes in each age group cover the same work which is presented through agreed topics. Work with the class is done on an individual, group or whole class basis as appropriate, enabling the needs of each child to be addressed. Classes are regularly mixed up throughout children's time in the primary school to ensure an even balance and positive working environment is maintained. This encourages the development of good social skills and helps children adapt more easily to change.

## **THE SCHOOL DAY**

Infants (Early Years and Key Stage 1) 9.00am -3.10pm

Juniors (Key Stage 2) 9.00am- 3.20pm

Both sites open their doors at 8.50am to enable children to come into school in plenty of time to be ready for registration at 9.00am promptly. The gates to the junior site are open at 8.40am and a member of staff will be in the junior playground. Infant children must not be left unattended.



## **ATTENDANCE**

Attendance is a legal requirement.

For a child to get the best from education he or she needs to attend punctually and regularly. However, young children have less resistance to illness in the early years at school and there will be times when parents decide they need to stay at home.

When a child is absent from school parents should telephone the school secretary on the morning of the first day of absence or send a message. This information is then passed to the class teacher to record in the register. If we receive no message from parents/carers we will ring you (on 1<sup>st</sup> day of absence where the school has concerns).

If a child is absent for 3 days or more, there should be a further phone call on the 4<sup>th</sup> morning or a written note on the child's return. If there has been no message, the school may contact the Education Welfare Officer.

Each child's attendance will be recorded on the end of year report.

## **ABSENCE**

Authorised and Unauthorised Absences for the Last Academic Year

N.B a school day is made up of 2 sessions, morning and afternoon.

The figures are based on children in the school who were on roll for at least one session 2015-16.

Authorised absence	2.92 %
Unauthorised absence	0.58 %
Attendance	96.44%

Term Dates are available on the Bristol city web-site but please be aware that 5 in service days need to be taken out of these dates for staff training when the school is closed.

## **HOLIDAYS**

Holidays are NOT normally authorised during term time. If you need to take your child out for exceptional circumstances eg to visit a terminally ill grandparent abroad please talk to the head teacher. Parents/carers may, in these circumstances, request up to 10 school days leave in a school year. A leave of absence form must be completed. These are available from the school office. If the absence is likely to exceed the 10 days, the parent should discuss the details with the head teacher and write to the governors requesting permission for additional leave. Parents taking children out to have a 2 week holiday without EXCEPTIONAL reason can be fined by the Educational Welfare Office.

Absences for holidays in Term 1 will not be authorised as this is an essential settling in period. Absences for holidays in Term 5 will not be authorised as this is an important time for assessing children's work.

### **VISITS AND APPOINTMENTS**

There are Open Evenings each year where parents are invited to make an appointment to talk with their child's class teacher.

In the Autumn Term parents of children in Reception are invited to a meeting when staff explain the Early Years curriculum, answer general questions, and are available for individual comments.

In the Summer Term the school usually holds an Open Day when parents are invited to visit any classroom in the school and see the work being done.

Parents/carers are welcome to come to school to see the head teacher or staff on any matter. We do ask parents to come before 8.50am or after 3.10/3.20pm if they have a matter to discuss with the class teacher as staff have a responsibility to the children between those times and are not able to give you adequate attention. If a parent needs a longer time to discuss any matter, the school secretary will arrange a more formal appointment.

### **REPORTS**

Parents/carers will receive a written report at the end of the school year. Parents/carers of children in Year 2 will receive the results of the teacher assessments made and Y6 parent/carers will receive their child's SAT's results.

### **FOUNDATION STAGE CURRICULUM**

For Reception children

We aim for all pupils' foundation experience to build on what they already know and can do. The teaching and learning covers the three prime areas and four specific areas of early learning as follows:

Prime Areas:

Personal, Social and Emotional Development

Communication and Language

Physical Development

Specific Areas:

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

### **THE KEY STAGE ONE AND TWO CURRICULUMS**

Children in Years 1 and 2 follow the National Curriculum for Key Stage 1.

Children in Years 3 to 6 follow the National Curriculum for Key Stage 2.

The school schemes of work are developed from the Foundation Stage and National Curriculum. The content of these curriculums are changing from September.

### **PERSONAL, SOCIAL and HEALTH EDUCATION**

PSHE and citizenship enables children to become healthy, independent and responsible citizens. At Holymead Primary School we encourage children to play a positive role in contributing to the life of the school and the wider community. Children are taught about rights and responsibilities as part of our Rights Respecting Schools agenda where they learn to appreciate what it means to be a positive member of a diverse society.

Within the PSHE curriculum the children will also have sex and relationships education (which involves looking at relationships, friendships, feelings and differences)

and drugs' awareness education (which teaches children the dangers of harmful substances and how to keep themselves safe). These issues are discussed at an appropriate level for different age children.

Parents have the right to withdraw their children from sex and relationships education lessons. Please discuss this with the head teacher so alternative arrangements can be made.

### **RELIGIOUS EDUCATION**

Holymead Primary School has no religious affiliation, but in accordance with legal requirements as well as in the interests of pursuing an aim to develop pupils own beliefs and values, religious education is an important part of school life. Our scheme of work is based on the Bristol document. We strive to achieve a positive caring ethos throughout the school and this is reflected in the R.E. syllabus.

### **ASSEMBLIES**

Assemblies are intended to provoke thought as well as develop a sense of wonder and enquiry about the world. Assemblies reflect the multi faiths present in our society.

### **Right of Withdrawal**

Parents/carers have the right to withdraw their child from assembly/collective worship and from all or part of religious education. Please discuss this with the head teacher so alternative arrangements can be made.

### **EXTRA CURRICULAR ACTIVITIES**

We offer different activities throughout the year. These may include Art, Gymnastics, Football, Dance, Netball and Cookery clubs. Staff give their own time to run these clubs as they see these activities as enriching children's lives.

We also offer activities for which a charge is made by outside agencies. These clubs include Languages, Dance and Sports.

Swimming is part of the KS2 curriculum and we also have a swimming club that enters competitions.

Residential school camps are organised in KS2.

We offer musical instrument tuition from Year 3 onwards. Please ask at the office.

### **CHARGING AND REMISSIONS POLICY**

By law a school may not charge for normal activities in school hours.

From time to time an event or trip may be planned during the school day that cannot be funded by the school. When this is the case, parents/carers will be asked to make a voluntary contribution to meet the cost of the activity. The policy of the governors of this school is that an activity or trip will take place when 85% of parents are willing to make a contribution.

Parents/carers may be asked to make a contribution towards ingredients for cooking when their child's class has this activity planned.

### **EQUAL OPPORTUNITIES**

The school is committed to ensuring an entitlement to equal opportunities for each pupil in all areas of the school; equal opportunities being broadly defined in the areas of gender, race, ethnicity and ability. See the Equalities Plan on our website or enquire at the office.

### **SPECIAL EDUCATIONAL NEEDS (SEN)**

As required by law, the school has a special needs policy. Copies of the school SEN policy are available from the office on request.

The Special Needs Co-ordinator (SENCO) is Mrs. Cole. There is a governor with responsibility for special needs. The school has an inclusion policy which states that every child is welcome as long as we are the best setting to meet his or her needs. Following improvements to the buildings, the school sites are accessible to children and adults with disabilities.

### **SAFE- GUARDING CHILDREN**

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We aim for every child to feel safe and secure in school. Children are encouraged to take care of themselves, look after each other and make thoughtful decisions. Adults in school try to help the children grow into independent thoughtful citizens.

There are occasions where it is necessary to involve other agencies in safe-guarding children and information on a child will be shared with appropriate agencies within data protection and information sharing protocols.

### **DISCIPLINE**

All staff aim to develop a positive approach to behaviour so that the school is a safe and happy environment for all. Our behaviour policy is available to read on our website.

Pupils are made aware of what is considered unacceptable behaviour through discussion at the beginning of each school year. There are clear guide-lines about the sanctions imposed if a child acts in an anti-social way, and children are aware of these sanctions.

If there are a number of instances of poor behaviour, parents will be invited to school to talk about the problem and we can then work together to resolve difficulties.

Positive behaviour is reinforced through the creation of rights respecting charters which all children have an input into.

### **TOYS**

We do not encourage children to bring toys from home as these can lead to disputes over ownership.

### **LUNCH TIME ARRANGEMENTS**

Lunchtime is from 12.00 – 1.00pm for YR-Y4 and from 12.15-1.15pm for Y5 and Y6. The children are supervised by School Midday Supervisory Assistants (SMSA) under the guidance of the head and deputy head teachers.

### **SCHOOL MEALS**

School meals are available at the standard charge, at present £2.00 per meal for Y3-Y6 pupils. Pupils on the KS1 site are entitled to universal free school meals.

Payment must be made on the school's online service.

Parents/carers receiving benefits may be entitled to request free meals for their child. Information is available from the head teacher or secretary and is kept confidential



### **PACKED LUNCH**

A packed lunch may be brought in a suitable box marked with the child's name. A still drink may be sent in a secure plastic flask or in a plastic bottle. No fizzy drinks, bars of chocolate and no sweets thank you.

Parents/carers are asked to determine lunch time arrangements each half term so the school can organise appropriate supervision for each child. The pattern may be a school meal on some days and a packed lunch on others, but the arrangements should be the same each week.

### **MORNING BREAK**

Children will need a drink at morning break.

In Early Years and Key Stage 1 milk can be ordered from the dairy on a termly basis. Details are available from the school office. Children are entitled to free milk until the month in which they are 5 years old. All children may bring a still drink, preferably water, in a plastic bottle. Bottles can be purchased at the school office. Flasks and cartons are not acceptable at break or lunch times.

### **BREAKFAST CLUB**

Our staff offer a breakfast club between 8 am and the start of morning school. For £1.80 a day children can have cereal, toast, a drink or a piece of fruit. There are lots of games and activities to do. Ask at the office for details.

### **CLOTHING**

Although school uniform is not compulsory, it does give children a sense of corporate identity and we encourage the children to wear it.

The uniform is a purple sweatshirt or cardigan with the school logo and name embroidered on it. This is worn with grey trousers or skirts and a white polo shirt. In the summer girls are able to wear striped or checked dresses in purple or navy.

Jeans and dungarees are not considered suitable for school wear. Sensible black school shoes should be worn. Boots, trainers and high heeled shoes are not suitable for school.

### **PE**

Children need to wear purple, black or white tee-shirts and shorts in PE. PE kits with the school logo are on sale on line. Daps/plimsolls are needed for outdoor PE.

All clothes should be named. Items of clothing inevitably go missing from time to time, but if they are named they can be returned to their owner.

Earrings, other than studs for pierced ears, should not be worn. For safety, no other jewellery should be worn. Hooped earrings can be dangerous in school. If a child wears studs to school, parents are requested to complete a form giving permission for the studs to remain in place during P.E.

Make-up should not be worn and hairstyles should be sensible and appropriate for school e.g. not unnatural colours or shocking styles.



**ILLNESS IN SCHOOL**

If a child becomes ill during the school day we will ask parents/carers to collect him or her so that proper care and attention can be given. For this purpose it is important that we know where to contact parents or a willing friend or family member in an emergency. This information should be kept up to date in the office.

Public Health England recommends that the period to be kept away from school for children with symptoms diarrhoea and vomiting is 48 hours from the last episode of diarrhoea or vomiting.

**ASTHMA**

If your child needs medication for asthma, their inhaler should be clearly marked. It will be kept in an accessible place. It is then available whenever it is needed. Parents/carers are asked to complete a form so the school knows what dosage a child needs to take.

**MEDICATION IN SCHOOL**

It is not the school's legal responsibility to administer medicines on behalf of the parent.

Where medicines are needed over a long period of time, or if a child is almost at the end of a course of antibiotics and is fit to return to school, the parent/carer should see the head teacher, who may be able to make the necessary arrangements. In this case, the parent should sign the medicine book, kept in the school office, authorising the school to administer the medicine.



## **COMPLAINTS' PROCEDURE**

If a parent/carer has a complaint about the school, please contact your child's teacher in the first instance. If your child's teacher is unable to answer your query, or you are unhappy with the response, the matter should be referred to the Head teacher. If you are still not satisfied with the response, then a written complaint should be made to the Chair of Governors. The governing body will then investigate your complaint.

If you wish to escalate a complaint you will need to write to the  
Secretary of State for Education,  
Department for Education,  
Sanctuary Buildings,  
Great Smith Street,  
London,  
SW1P 3BT.

This will be the final stage in the complaint handling process.

The Local Authority's duty to consider complaints about the curriculum, sex education and religious worship in maintained schools ceased on 1<sup>st</sup> August 2012. The Local Government Ombudsman's schools' complaints service ceased on 1<sup>st</sup> August 2012.

If you have a complaint about Bristol Local Authority you will need to contact the Local Government Ombudsman.

Telephone 0300 061 0614  
Email [advice@lgo.org.uk](mailto:advice@lgo.org.uk)  
Address PO Box 4771, Coventry, CV4 0EH