

Bakewell Methodist Junior School

Parent handbook



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Admissions

The Governors have adopted the Local Authority admissions policy and parents attending Bakewell CE Infant School will receive forms from the LA. Parents of children who wish to join the school at other times should apply through Derbyshire County Council.

Children joining in Y3 will be invited to participate in an induction programme, which is carefully planned to ensure a smooth and enjoyable transition. Parents of Y2 children are encouraged to view the school and are invited to a meeting before making their application to the Local Authority and are invited to a meeting during the Summer Term before their children join.

The School Day

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| 8.30 | The children may arrive at school |
| 8.45 | A whistle is blown for registration |
| 9.00 | Maths skills |
| 9.15 | First lesson |
| 10.15 | Collective Worship |
| 10.30 | Morning Break |
| 10.45 | Second lesson |
| 11.45 | Lunch |
| 12.45 | Third lesson |
| 2.00 | Afternoon break |
| 2.20 | Fourth lesson |
| 3.30 | School ends |

The children are welcome at school from 8.30 but no earlier, as the school cannot take responsibility for children on site before this time. If it is necessary for a child to be at school before this time, please contact the Headteacher.

At the start of the day, the children assemble on the playground and line up when the whistle is blown. They can access the school site either through the gates at the rear of the school or through the side gate at the main entrance. Parents are asked not to bring their cars into the school grounds when dropping off children. (Please see the section on keeping our children safe on the road.)

The school week is 27.5 hours. This includes breaks, registration and assemblies/collective worship.

Parental Involvement and Consultations

The school values the contribution and support that parents give the school. Parents are encouraged to play an active role in the life of the school to support their child. At the start of the year, parents are asked to volunteer to help in school. During the year they are contacted as the need for helpers arises. Parents can assist in many ways from helping in the classroom, accompanying visits, being on the swimming rota, helping in the office to photocopy school letters etc. Parents are always welcome in school and membership of the Fund Raising Group (contact Mrs Jenkins) is also another way of supporting the school.

The school holds three consultations with parents each academic year. Parents also receive a report at the end of each academic year. Key Stage 2 school results are published in July.

Parents are encouraged to contact school if they have any concerns about their child. School will, in turn, contact parents if a problem arises.

Contacting Parents

Please ensure that all the details on your child's admission form are correct. Sometimes we have to contact parents during the day if their child is ill or a problem occurs such as bad weather.

The school operates a texting system for parents, through which you may choose to receive reminders of forthcoming events or texts about how well your child is doing.

Home / School Agreement

The school works hard to foster good relationships between the children, parents and school. At the beginning of your child's education at the school you will be asked to sign a copy of this agreement which, explains the expectations and responsibilities of the school, parents and children.

Attendance

The school has a comprehensive Attendance Policy a copy of which can be found on the website. If you would like a paper copy please contact the school office.

- On the first day of absence please contact the office to let us know your child will not be at school.
- Try to make routine medical appointments out of school time.
- No leave of absence for holidays can be granted by the Headteacher. If you need to take your child out of school in exceptional circumstances please contact the Headteacher for an application form. Leave taken without the authorisation of the Headteacher may result in a fixed penalty notice being issued. If you are in any doubt please speak to the Headteacher before you arrange to take your child out of school.

School Meals and Lunchtime

All our meals are cooked on the school premises. The meals currently cost £2.30 per day. These should be paid for in advance each Monday. If parents wish they may also pay in advance for a half term. Payment are made through the Eduspot-School money online payment system, to which parents will receive a log. Some children are eligible for a free school meal. Please contact school if you would like further information about how to claim. All enquiries will be treated confidentially. The children are supervised in the dining hall and on the playground at lunchtime by the Midday Supervisors. They have received training to help the children play in a constructive way during this period.

Snacks and Drinks

Children are encouraged to bring a healthy snack to eat at for break or before an after-school activity. These can include fruit and vegetables. Sugary snacks, such as sweets or cereal bars, or crisps should not be brought to school. Filtered, drinking water is available but cups will not be provided. Children should bring a plastic water bottle to school each day. This is especially important during hot weather. Sugary or fizzy drinks should not be brought to school.

Safeguarding Children

The school takes the safety of your children very seriously. We follow the Government's requirements for safeguarding. All staff are subject to an enhanced Criminal Records check under the Disclosure and Barring Clearance checking procedures and all new appointments are subject to a rigorous recruitment and selection process. At least one person on each selection panel has completed the DCC training for this. All volunteers are subject to checks to ensure they are safe to work with children. We ask for your co-operation in this area if you are able to help in school.

The school has a designated person who is responsible for safeguarding, who receives regular training. This is Sarah Owens, the deputy designated persons are

Catherine Donovan and Leanne Holmes. The governor who has responsibility is Sue Hallam.

Parents should be aware that the School is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the procedures set out by the Safeguarding Children's Board and inform Social Care of the concern.

A copy of our Safeguarding Policy is available in the 'policies' section of the website and from the school.

School Staff 2022

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| Headteacher | Sarah Owens |
| Teachers | Leanne Holmes Catherine Donovan William Tomlinson |
| School Business Officer | Helen Jenkins |
| Teaching Assistants | Nathan Keeble Samantha Smedley Georgie Maddock Meg Hudson Nathalie Stankard |
| Sport Coach | Max Marshall |
| Baby and Toddler Assistant | Amy McGoverne |
| School Cook (DCC) | Emma Mifflin |
| Cleaner in charge | Daniel Shaw |
| Cleaner | Linda Calpin |

Governing Body

The school has a lively and active Governing Body. We meet frequently and have full Governors' meetings between 4 and 6 times a year. Our role is to govern the school for the maximum benefit of each child. We support the Headteacher in her work and are constantly looking to improve how we do things. We are always interested in your views and we will let you know what happens at our meetings through a newsletter.

Governors 20/21

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| Foundation Governors | Rev Adrian Perry |
| Parent Governors | Hugo Reynolds (Chair) Oonagh Colebrook Richard Woffenden Louise Armory |
| Staff Governor | Catherine Donovan |

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|------------------------|-----------------------------|
| Headteacher | Sarah Owens |
| Co-opted Governors | Sue Hallam Kirstin Sykes |
| Clerk to the Governors | Fiona Swain |

School Uniform

All the children are encouraged to wear school uniform. Sweatshirts, polo shirts, T-shirts and outdoor coats with the school logo are only available from the school office. All items without the logo on them can be bought from local shops or chain stores. Please ensure that the children's clothes are labelled, as it is impossible to identify unnamed lost property. Please do not send children to school in high heels, strappy, or open-toed sandals or heavy boots. These are not part of the uniform and are inappropriate for moving around school and playing outside.

In the colder weather it is very important that the children bring a coat to school, as the playground is very exposed.

Girls and Boys

- Grey or black skirt or trousers
- Burgundy v-neck sweatshirt or cardigan
- White grey or black socks or tights

Shoes

- Smart, plain, black school shoes, black boots or black trainers.

Y3 and 4 girls and boys – White polo t-shirt,

Y5 and 6 girls and boys white shirt and school tie.

In the Summer please provide your child with a hat and sun cream. Children are encouraged to cover up in the sun so vest tops are not to be worn. Shorts that look like short, grey or black school trousers may be worn.

If you are thinking of buying new uniform soon, please could you make sure it conforms to the school policy.

PE Kit to be worn on PE days

White PE top, school sweatshirt or school hoodie, blue PE short, black leggings or joggers, black trainers.

For swimming (Y4) children need a one-piece swimsuit or trunks, a towel and a swimming hat.

Art and Craft

An old T-shirt with your child's name in it helps to protect clothes.

Earrings and jewellery

Children are **not allowed** to wear any kind of earring, sleeper or studs in school. Bracelets, necklaces and rings are not allowed. This is a Health and Safety issue, as they can cause injury to themselves and others, particularly in PE, games and swimming. If children wish they may wear a simple wristwatch.

Children wearing earrings that cannot be removed will be asked to sit out of PE, playtimes and will not be allowed to go swimming.

Mobile Phones

It is the school's policy that children should not have mobile phones in school. Any that are brought will be kept for the child in the school office until the end of the day. Parents/Carers will notify the school of any specific reason that their child needs to bring their mobile phone to school on a particular occasion. If any child persists in bringing a phone, it will be retained for collection by parents. In line with the above, the school takes no responsibility for loss, theft or damage to mobile phones brought into school by children – or disputes arising from the use of these devices.

Medical Treatment

The school has a comprehensive Medicines Policy, a copy of which can be found on the website or obtained from the school. The policy states that medicine cannot be given to children at school by a member of staff. If your child needs it, you may come into school to administer it or you can ask your GP to prescribe medicine that only needs to be administered three times a day.

There are two exceptions to this:

- 1 In an emergency when a child may need their inhaler or an epipen (which will be kept safely at school)
- 2 If the child has an EHCP which includes the need to have medicine during the day.

Anti-Bullying

The school does not tolerate bullying.

If you suspect that this is happening, please contact school immediately. The school has a Policy on this which can be found on the website or a copy can be requested from the office.

Road Safety

The school is at the end of a narrow cul-de-sac, which inevitably causes traffic problems. To help reduce traffic congestion, parents are asked to observe a one-way system turning into Stoney Close from Yeld Road, dropping their child off before the junction to Yeld Close. The children can then walk down to school and parents can turn into Yeld Close, which takes them back onto Yeld Road. Under no circumstances should parents turn in the school entrance or park in the farm entrance.

Children walking to school should be supervised as there is no crossing patrol on the main road. As children get older and want to walk to school without parents, you should ensure they are safe to do so.

Complaints

If you have any worries or concerns please, contact the Headteacher and attempts will be made to resolve the issue at the earliest opportunity. In the event of a complaint remaining unresolved, the Headteacher will advise on the procedure for making a formal complaint. The policy is on the website and a copy can be requested from the office.