



School Prospectus
2017 - 2018
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Welcome

The Governors and Staff of Barncroft Primary School welcome you.

Your children are the reason why we are all here. We will always try to ensure that your child is happy. As a parent myself, I fully understand that children's safety and wellbeing must always be the priority.



Our vision for Barncroft Primary school is “**To be an inclusive school in which all children enjoy an outstanding learning experience, make good progress and leave us as responsible, happy citizens.**” We aim to achieve our vision through a mission statement of "Believe, Achieve, Succeed".

I firmly believe that every child can do amazing things and it's our job to help make this potential a reality.

All the staff at Barncroft Primary are committed to giving the children here the very best learning opportunities; we all want to do our best for the children. We want your child to be a motivated and enthusiastic learner who will be brave when learning; never afraid to try new things.

To help ensure that this happens, we are always reviewing the curriculum. I will strive to promote and support excellent practice within our school. The relationships between teachers, children and parents are fundamental to the success of the school. Working together, we can ensure that children enjoy their time at Barncroft, make good progress and leave us as responsible, well-qualified, mature young people, ready to make a valued contribution to society. My expectations of the children, in terms of their achievement and behaviour, are very high. I expect all members of the school community to uphold the values of our school.

We look forward to a positive and successful relationship with you and your children so please do not hesitate to contact us if you would like to visit the school or have any queries.

Julia Roberts
Headteacher

Why choose Barncroft Primary School?

Our Learning Community consists of the children, parents, staff and governors. Everyone will be encouraged to acquire the skills necessary for learning in order to become responsible and successful citizens in an ever changing world

- Our children are treated equally regardless of their background, race, ability or gender
- Staff and governors understand that they are also learners
- Children and adults treat each other with respect and sensitivity
- We work very hard to develop both positive conduct and learning behaviour in the children through a system of praise and reward for all
- The school is an inviting place with stimulating classrooms and good resources
- Teachers work together in year groups to plan key experiences for the children
- Children are given a range of learning experiences
- Children are encouraged to be independent and have confidence in themselves
- We work in partnership with parents to ensure that the child's learning needs are met

The school has a Governing Body who oversee the running of the school. The Chair of Governors is Mr Martin Ash and the clerks are Miss Clare Hawkin and Mrs Jo Wiczorek.

Governors can be contacted through the school office. Parents are represented on the Governing Body and from time to time vacancies arise. If you are interested in becoming a School Governor please ask for more information.

At the moment our Parent Governors are Mrs Sara Redding and Miss Beth Drudge. (Information correct as at 06.06.2017)

Admissions

Who can come to our school?

Our school is for boys and girls between the ages of four and eleven. It is maintained by the Education Department of Hampshire County Council. All are welcome to attend the school. A copy of our Admissions Policy can be found on the school website.

When can my child start school?

Children reaching the age of 5 between the 1st September 2017 and the 31st August 2018 are admitted in September 2017. By law parents do not have to send their child to school until the term after their child's fifth birthday and are free to exercise that right.

Children entering our school should:

- be able to use the toilet independently
- have some independence in dressing and feeding
- be able to communicate their needs
- be able to cope with the demands of a school setting

School Uniform

Please name all your child's clothing.

Boys	Girls
Grey/black trousers (shorts in the summer term) White, yellow or purple polo shirt Purple sweatshirt or fleece Sensible enclosed dark shoes or black trainers Shorts and house colour t-shirt and a pair of plimsolls or trainers for P.E Swim kit - towel and trunks	Grey/black skirt, pinafore dress or trousers White, yellow or purple polo shirt Yellow or Lilac check dresses Purple cardigan, sweatshirt or fleece Sensible enclosed dark shoes or black trainers Shorts and house colour t-shirt and a pair of plimsolls or trainers for P.E Swim kit - towel and one piece swimsuit. No bikinis

All pupils are expected to wear school uniform. The uniform has been chosen so that it is reasonably inexpensive to purchase and easy to obtain. A high standard of appearance is usually an indication of good discipline, self-awareness and responsibility. These are positive points which we would want to emphasise to the growing child.

A tracksuit may be worn for PE in colder weather.

The school has sweatshirts, fleeces, cardigans, PE bags and book bags with the school logo printed on them available for sale in the office. A price list is enclosed in your pack.

We also provide house coloured t-shirts.

A P.E bag will be provided when your child joins the school.

Book bags only - NO BACKPACKS.

Can my child wear jewellery?

If your child has pierced ears **only one pair of stud earrings** can be worn. Children are **not allowed** to wear earrings for swimming or PE so they must be able to remove their earrings themselves for these lessons or not wear them on that day. We will let you know on which day PE lessons and swimming are taken.

The school can take no responsibility for loss of jewellery in school.

How can my child wear their hair?

We ask that your child has no extreme hairstyles – **no shaved patterns or Mohicans**. Boys should not have anything less than a Grade 2. Girls should tie long hair back. No hair should be coloured.

Can my child bring a mobile phone to school?

Children in Years 4, 5 & 6 may bring a mobile phone to school but only if they walk home alone. The phone is to be left at the office during the day for safe keeping. Children in Year R, 1, 2 & 3 should not bring a mobile phone to school

School Hours

Year R	Morning Session	8.55 – 11.45
	Afternoon Session	12.45 – 3.15
KEY STAGE 1	Morning Session	8.55 – 12.00
	Afternoon Session	1.00 – 3.15
KEY STAGE 2	Morning Session	8.55 – 12.00
	Afternoon Session	1.00 – 3.10

We open the doors at 8.45 a.m. and you are welcome to accompany your child into their class if they are in Reception, although we would hope that as the children progress up the school children will be able to be more independent. The teachers are very busy from the moment the children arrive so please only give them short messages. If you would like a longer chat please make an appointment for the end of the day.

School Meals

All children in Years R, 1 & 2 can have a Universal Free School Meal as part of the Government scheme.

Every child can have a free school dinner but if you are entitled to the benefits that give you free school meals outside of this scheme we need you to register online at www.hants.gov.uk/hc3s then choose Free School Meals to apply. Alternatively you can come to the school office and they will be happy to help you. School receives additional funding for every child registered for Free School Meals.

For children in Years 3-6, a two-course meal is available at a cost of £2.15 a day. Please bring dinner money in a clearly marked envelope to the class teacher on the first day of the week. Please make cheques payable to Hampshire County Council.

Free School Meals are available only to children in Years 3-6 whose parents/guardians are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- An income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Families in receipt of Child Tax Credit will also qualify provided that (a) they are NOT also entitled to Working Tax Credit and (b) their annual income, as assessed by Her Majesty's Revenue and Customs, does not exceed £16,190 (from 6 April 2010, subject to annual review)
- Guarantee element of State Pension Credit

No other benefits qualify for free school meals.

Children may bring a packed lunch to school in a named container. **We have a strict policy on packed lunches, no drinks (school provides a range of drinks), no nuts, sweets, chocolate or junk food allowed.**

Does my child need to bring a drink?

All children are supplied with a water bottle. They are encouraged to drink freely throughout the day and children can take their bottles to the hall at lunchtime. In addition, the school provides, free of charge: milk, fresh orange and fresh apple juice at lunch times. The school keep the bottles in school and clean and disinfect them at the end of the day. Unless there is a medical need **no drinks of any kind are allowed in school.**

Who looks after my child at Lunchtime?

We are fortunate to have a full team of dinner staff who will look after the children during the lunch period. They supervise the lunch hall and look after the children on the playground, often playing games with them.

Do you have a Breakfast Club?

Our Breakfast Club is open from 8.00 am and costs £1.00 per day. For this cost the children can have cereal, toast and a hot or cold drink. There are supervised activities and games for the children until the start of the school day. Breakfast club service ends at 8.30 am.

Do you have an afterschool club?

The after school club is run by activeKids and is open daily from 3.15-6pm and cost £8.50 per child. The children are collected from Barncroft and walked to Park Community school. For further details contact activeKids on 07480 239 334 or [facebook.com/activekidscic](https://www.facebook.com/activekidscic)

What do I do if my child is unwell?

Please contact the school as soon as possible if your child is unwell and unable to attend school. The school office opens at 8.00 am each morning or you can leave a message on the telephone system Option1.

For any other time away from school permission must be sought from the Headteacher. Unauthorised absences will be marked on your child's record. From September 2015 regulations on attendance have been tightened. Please see our policy on attendance which is available on the Website or on request from the office.

If your child has sickness or diarrhoea they should not return to school until they have stopped bouts of sickness or diarrhoea and must have eaten at least two meals with no after effects before they return.

The school telephone number is: 023 9248 2331

Any other numbers that I should know?

The Headquarters of the Education Authority are at The Castle, Winchester.

Telephone number: Winchester 01962 841841

How is the School Organised?

The school is organised into three phases, Reception & Year 1, Years 2 & 3 and Years 4, 5 & 6. We have two classes in each year group.

A qualified teacher and a teaching assistant work in each class.

Reception children follow the Foundation Curriculum and children in Years 1 to 6 follow the National Curriculum.

Our classes are named after planets and stars. We also have a Nurture /Learning to Learn Unit as some children need to spend additional time working on activities which develop concentration, self help skills & self esteem.



What is the Foundation Stage?

Children in the Reception Year follow the Foundation curriculum. This is a practical curriculum that takes account of the need for young children to be active in their learning. The children are given activities which develop their key learning skills such as listening, speaking, concentration, persistence and learning to work together and co-operate with other children. The children will also develop their Literacy and Numeracy skills.

What will the Children do in Key Stage 1 and 2?

We will provide the children with an interesting and stimulating curriculum. Through this the children will learn to:

- Listen carefully
- Speak clearly with confidence
- Read for pleasure and to obtain information
- Write clearly and legibly
- Use mathematics in everyday life
- Use scientific methods of investigation
- Understand how information technology can support learning
- Find out about the environment, national heritage and British Values
- Understand that there are many different cultures in our world
- Develop agility and co-ordination through physical experiences
- Be creative through music, art and dance
- Assess the worth of their learning experiences
- Set realistic and achievable targets for themselves

Attendance

Your child's attendance and education is important to us.

Attendance does affect your child's progress. It is very hard for your child to catch up and maintain their standard of learning whilst constantly missing lessons!

1 day a week away from school equals 39 days a year or 7 weeks and 4 days! That is a whole half a term of their learning lost!

Equally, 15 minutes late every day equals one whole literacy or numeracy lesson lost every week!

School Day

Doors open at 8.45am and the school's day starts at 8:55 a.m. This means that at this time, all the children need to be in class and ready to learn.

The school is required to monitor a child's lateness. It is a legal requirement for children to arrive at school on time. Children who arrive after registration (8.55 a.m.) need to come to the school office to be signed in; they will be marked as late. The close of the school register is at 9.15 a.m. Children who arrive after this time will be recorded as unauthorised.

If you know that your child is going to be late for registration please notify the school office on 02392 482331 or text on 07929 876027. Also notify the office of any morning medical or dental appointments that your child may have.

We run a very successful Breakfast Club at the cost of £1 per day. The Breakfast Club starts at 8 a.m. where we serve breakfast until 8.30 a.m. We have a varied menu and cater for all the children's dietary needs. Once the children have eaten they are supervised on either the playground or in the hall.

Illness

If your child is unwell then please contact the school office or inform your child's teacher before the start of the school day. If the illness continues would you please inform the office as to when you expect your child to return to school.

If your child is absent and you have not informed the office you will be telephoned to see why your child is not in school. We will always endeavour to support parents who find it difficult getting their children into school. If you are experiencing any difficulties then please do not hesitate to contact either the office or Miss Burgess our Home School Link Worker.

If you are not always certain if your child needs to stay home, please contact the school office and we can advise you as to whether your child can come into school or not e.g. if your child has conjunctivitis they can be in school.

Where possible always make your child's doctors or dental appointments outside of school hours, should your child have an appointment during the school day then a copy of the appointment card is required.

Advice from the Department of Education:

"It is wholly appropriate for parents to keep their children away from school when

they are not well enough to attend lessons; but it is equally inappropriate for parents to keep children away from school for trivial ailments, particularly ailments which would not keep parents away from work.

Where schools have concern, they can and should challenge the parents' explanation and seek evidence of the illness".

Can I book a holiday in term time?

The Governors no longer approve requests for holiday or leave of absence during the school term. Therefore, any holidays etc. will be recorded as unauthorised. In extremely exceptional circumstances absences may be granted at the discretion of the Head Teacher and Governors.

Advice given by The Department of Education:

"Schools must remember that they can only approve absence for family holidays if they consider that there are special reasons which warrant the holiday.

Holiday prices and the fact that parents have booked a holiday before checking with the school are not special reasons. Absence for a family holiday can result in pupils with poor attendance becoming persistent absentees."

Further information regarding attendance can be found on the DfE website. A copy of the Education (Pupil Registration) (England) Regulations 2006 is available on the UK Statute Law Database.

How is the Curriculum Organised?

The teachers work together in year group teams to plan the curriculum. The majority of the work is planned through topics. Maths and English may be taught separately. Our curriculum map is available on the website.



The children will have a mix of whole class teaching, group teaching and individual teaching.

The children will experience a range of opportunities to enable them to develop as a learner.

How can I help my child?

We expect you to support your child in their learning by:

- Listening to them read at least 3 times a week – preferably every day
- Helping them with any homework that comes home
- Engaging him/her in meaningful conversations about the world and their place in it
- Understanding and backing up the school's behaviour policy

The teachers and support staff are always happy to meet with you to discuss any issues you may have with work set for home.

What will happen if my child has difficulties with learning?

All children with Special Educational Needs, whether they are intellectual, emotional or physical, are welcome at this school. The school employs an Inclusion Leader who oversees the education of identified children. The Inclusion Leader liaises with outside agencies such as Educational Psychology, Speech Therapy, Educational Welfare and Social Services.

Our Special Educational Needs Policy is available on the website or on request from the office.

Does my child have to attend Collective Worship?

The law states that a daily act of collective worship should take place. Parents have the right to withdraw their children from Religious Education and Assembly. We would hope that parents would see these activities are part of the life of the school however should parents wish to withdraw children from these activities, they are asked to inform the Headteacher in writing.

Assembly takes place on a daily basis. There is a weekly theme for assemblies such as kindness, caring for others and sharing.

Are there any School Rules?

The school has a very clear behaviour policy, which is followed by all members of staff, a copy of this can be found on the school website:

http://www.barncroftprimary.co.uk/file/ms_website/w42/file/repository/Behaviour_Policy_2016.pdf

We expect the highest standards of behaviour from the children. We have the "6Rs" that apply to the whole school.

- Respect for physical safety
- Respect for the environment
- Respect for people's feelings
- Respect for ourselves
- Respect for each other
- Respect for the truth

We work very hard to ensure that your children develop their social skills but will not tolerate violence towards adults or children. Should this happen a fixed term exclusion will be applied.

Will I be kept informed of my child's progress?

Meetings with parents are held during the school day, these will be once a term for Years R – 5 but will be half termly for the children in Year 6.

At the end of Year 1, all children complete the National Phonics Test. The results of these tests will be made available to you.

During Year 2 there will be range of assessments made on your child, which are designed to help the teacher decide how your child is progressing against National Standards. The results of these tests will be made available to you.

At the end of Year 6 children will sit National SAT tests. These tests are marked externally and the results are made available to you in early July.

It is hoped that the majority of children (85%) will reach End of Key Stage Expectations by Year 2 and subsequently in Year 6.

Reception Teachers complete a profile on your child during their Reception Year. The results of this will also be shared with you.

You are welcome to discuss any successes or concerns about your child either before or after school with the class teacher. If you still have concerns after speaking to the class teacher then please see the Phase Leader. Seeing the Deputy Head or Headteacher are the third and fourth port of call.

Can I help in School?

We welcome parents into school to help in classes. To be able to work with the children you must be police checked, the relevant forms to obtain this clearance can be obtained from the office. The police check does not show up minor offences such as parking. References are also required.

How can I support the school?

We have an active Friends Association. They arrange school fayres, raffles, quiz and bingo evenings. Meetings are held during the school day and you are welcome to attend.

Will there be any extra expenses?

From time to time the children will go on Educational Outings. We will let you know in good time of any trips so payment can be made in instalments if desired. No child will be denied the opportunity to go on a trip because of financial hardship.

What happens if my child is hurt or unwell at school?

We keep a record of any accidents that occur during the school day. If your child has bumped their head, they will bring home a note or you will receive a phone call to advise you of this.

If your child has a serious accident we will contact you immediately. If we are unable to contact you the Headteacher or other senior staff will arrange for two staff members to take your child to casualty.

If your child appears to be unwell our registered First Aider will check them. If they have any concerns you will be telephoned and asked to collect your child.

We prefer not to administer medicine in school but will give prescribed medicines provided that you have signed an agreement form. If your child has a long-term condition e.g. diabetes, arrangements will be made following discussions with the relevant school staff.

We realise that many people change their phone numbers on a regular basis. **Please keep us informed of any changes so there is no delay should we need to contact you in an emergency.**

My child has asthma

If your child has asthma you will be asked to complete a form detailing their treatment. We keep all asthma inhalers in your child's classroom for easy access. We do not keep the brown asthma inhalers in school, as these should only need to be administered twice a day.

My child has allergies

You will also be asked to complete a form detailing any known allergies. This is particularly important as your child may taste or handle food or materials as part of a topic.

If your child has a diagnosed food allergy other than nuts we need you to complete a form from HC3S known as a HC300 and provide medical evidence, these will be sent off to HC3S and your child will only be allowed to have school meals once these forms are back.

Do you have a School Nurse?

The school nurse visits regularly to do routine tests. They are happy to talk through any problems with parents and can be contacted via the school office or via the Parents page and Home School Link Worker section on the school website.

What do you do about head lice?

Parents are responsible for checking their children's hair. Parents tell us that the best way of controlling this distressing problem is to comb the hair through with conditioner using a nit comb on a regular basis. If you find lice or nits in your child's hair please inform the school office.

Is my child safe in school?

We take security very seriously. Our classroom doors cannot be opened from the playground and all other entrances are locked during the day and can only be opened from inside the school or by key or keypad.

All visitors to the school are requested to state their business and are asked to sign in. We do not permit visitors or parents to roam through the school without supervision.

The playground gates are closed at 9.15am and are reopened at 3.00pm. Members of the public are not permitted to walk through the grounds during the day and will be challenged if seen.

We think it is important that the children are brought to school and collected by a responsible person in Years R, 1, 2 and 3. There is always a staff member on duty at

each of our entrances in the morning to see the children into school. Teachers will release the children to you in the playground at the end of the day. Please do not crowd around the doors as it makes it difficult for the children to exit the classroom safely.

You will be asked to provide a list of the people who are authorised to collect your child. If for some reason you are not able to come please telephone the school. We will look after your child until you or an authorised person arrives to collect them. The children are taught to wait with their teacher if they cannot see the person who collects them, so if you are unable to contact us, we are able to keep them safely in the Library, from 3.25pm, until they are collected via Reception. We will also need to know if your child walks home alone. This is permissible in Years 4, 5 and 6.

Children may only leave school during the day if collected by their parents or someone authorised by you, either by letter or in person to the school office.

If there is a danger that someone unauthorised may try to collect your child please write or speak to the Headteacher.

How should I behave on the playground?

We ask that you wait quietly on the playground for your children. Please keep an eye on your younger children and do not allow them to bang on doors or windows as this may disturb the children's concentration. Please also note that younger children should not climb on the trim trails or run over the flower borders.

Smoking is not permitted on site nor should dogs be brought within the school grounds. We also ask that you refrain from swearing or using aggressive language whilst within the school grounds.

Can I park my car on the School Site?

Parents are not allowed to park in the car park, as there simply isn't room for your cars. You are of course welcome to park if you have a blue disabled badge. We do ask you to park sensibly on the street with due regard to traffic markings and our neighbours driveways.

Policies

All policies are now available on our website at: -

www.barncroftprimary.co.uk

and look on the Parents page under School Policies and other Documents.

We hope that you found this brochure helpful.

The information in this brochure was correct at the time of printing.

Government Legislation and County Council Policy and the particular circumstances of the school might create the need for organisational changes and adjustment of policy.



BARNCROFT

To be an inclusive school in which all children enjoy an outstanding learning experience, make good progress and leave us as responsible happy citizens.

VISION

