



Welcome to Burton Green Primary School

An A to Z of Burton Green Church of England Primary School Prospectus

This booklet is designed to introduce you to our school and give you guidance and information

The school is committed to the highest standards in protecting and safeguarding children. Our school will support all children by promoting a caring, safe and positive environment. Our school will encourage self esteem and self assertiveness and will effectively tackle bullying and harassment.

We recognise that some children may be victims of neglect, physical, sexual or emotional abuse. If you have a concern that a child is being harmed, is at risk of harm, or if you receive a disclosure you must contact the following staff member as quickly as possible: Marcus Bridger. If this person is not available, please contact Lisa Salisbury.

(If you would like this information presented in a more accessible form e.g. large print please contact the school and we will be happy to help).

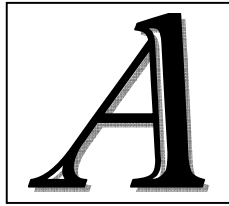
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County Voluntary Controlled Church of England School

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About the School

We are a small rural school with an intake of fifteen pupils. We currently have ninety six pupils from 4 to 11 years old on roll. We are a popular and inclusive school who strive to have distinctly Christian values. The school has four classes: Maple Class (Year R and Year 1), Cedar Class (Year 2 and Year 3), Damson Class (Year 4 and Year 5) and Oak Class (Year 6).

Our beautiful Victorian building was the original school. Over the years, building works have meant we have a hall (built in 2005) and a purpose designed Reception/Year 1 classroom (built in 2011). The school is an integral part of the village community and supports local events and activities.

Admissions Policy

Our catchment area includes: Red lane, Cromwell Lane (as far as Westwood Heath Road junction), Hob Lane and Hodgetts Lane (as far as the Burton Green signs). We also have children from Kenilworth, Coventry and Solihull.

Burton Green Primary School follows the admissions criteria set by Warwickshire County Council to ensure fair admissions procedures (these criteria are under review by the local authority).

These state that places at the school are allocated on the basis of the following criteria (in priority order)

- 1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).**
- 2. Children living in the priority area who have a sibling at the school at the time of admission.**
- 3. Other children living in the priority area.**
- 4. Children from outside the priority area who have a sibling at the school at the time of admission.**
- 5. Other children from outside the priority area.**

Authority decisions are based on the distance between home and school measured by a straight line. Priority will be given to those living nearest to the school. This applies equally to children living inside and outside the Authority boundaries.

Parents and carers of children who would like a place in Reception receive an application pack from Admissions and Appeals at Warwickshire County Council in the year that their child is four and places are allocated by the Admissions Department. We welcome parents to visit the school either during an open morning or by appointment with the Headteacher.

Parents and carers who apply for a place at the school after the start date in September need also to contact Admission and Appeals at Warwickshire County Council. Applications can be made online through the Council's website: www.warwickshire.gov.uk/admissions or call (01926) 742037/742027.

Parents with children outside Warwickshire must apply for a place through the Local Authority in which they live.

Please note that schools no longer have authority to agree admissions

Aims of Burton Green Primary School

Our Mission Statement:

We will provide a caring, Christian ethos in a safe and engaging learning environment in which adults and children flourish academically and socially. We will help our pupils to be respectful and rounded individuals: independent, confident, tolerant, happy, healthy, resilient and compassionate members of their communities and prepared for the future.

We want our children to feel valued for who they are.

We aim to:

- provide a caring Christian ethos which promotes tolerance and the significance of faith, culture and community.
- maintain a happy and stimulating environment in which children feel safe and secure to grow in all aspects of their learning and to be proud of their achievements.
- give children opportunities to develop independence and the responsible attitudes that will enable them to become active, well behaved and caring citizens of the community.
- use resources available to provide the best possible educational opportunities for our children and ensure that every child has the support to develop and reach for the highest possible standards.
- provide a well taught curriculum with exciting and varied experiences within and outside school allowing the children to grow in confidence and develop the skills of learning.
- to work in partnership with parents, local community, the Church, schools and agencies to ensure the best possible provision for our children.
- that our children feel a sense of pride about being a member of Burton Green Primary School.

Observing adults acting as role models is a significant factor in creating success for our children. The care and nurture of the children by staff and the behaviour of staff towards each other is vital for the well-being and success of the school.

Assemblies and Collective Worship

There are daily Assemblies for Collective Worship from 9.10 to 9.30. These Assemblies are either for the whole school, year groups or individual classes. These are of a broadly Christian nature. We also have close links with St Nicholas Church, Kenilworth and with Westwood Church and we have opportunities to worship in these churches. Assemblies will also cover values and beliefs of the other major religions to ensure our children have a good understanding of the community around them.

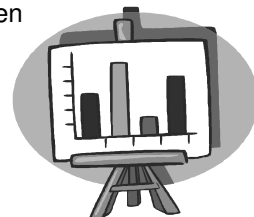
Social and Emotional Learning (SEAL) values also form an important part of assembly themes and encourage the children to contemplate issues such as: friendship, new beginnings, getting on and falling out etc.

Special Assemblies/Events may be held at the start of the school day and you will be sent a letter about these. Parents and carers are always welcome to join us and we actively encourage them to join us for congratulations assemblies every Friday and for other special occasions.

Parents have the right to withdraw their child from all or parts of Collective Worship. Any parents wishing to withdraw their child must see the Headteacher.

Attendance

We are very proud of our record of high attendance but we know we need to do even better. It is essential that children come to school every day on time. Even just one or two days away from school makes it difficult for children to catch up with their work. An average of 95% or above is expected for all children and allows for illness and any other unavoidable absence.



The school target for attendance was 97% in 2010/11. We reached that target and would like to build on that success in the next year. Let's make it 98%!

If your child is ill please contact the school by phone the first day they are away. If we don't hear from you one of our staff will phone/text or we may even come and visit (as your child's health and safety is of paramount importance to us).

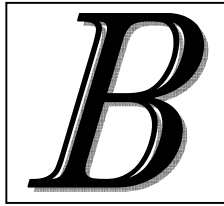
Unexplained absences and regular days absence will be followed up and possibly by an Education Social Worker. Absence letters will be sent home regularly and in extreme circumstances the local authority will take legal action against parents who deprive their children of their entitlement to full time education by condoning unnecessary absence.

Punctuality is essential as missing even ten minutes of a lesson can be disruptive to the rest of the class and embarrassing to your child who has to try and catch up.

Term time holidays are NOT allowed. If you do need to request absence from school you must contact the Headteacher in advance and sign an agreement clearly showing the return date to school. This will be authorised in a genuine emergency only and can only be authorised ONCE in an entire primary school career.

The school will be looking to provide a system of attendance which allow parents access to their **own** children's attendance records through a secured internet link. This conforms to the government requirements and is seen as an important tool for parents to monitor attendance for themselves.





Behaviour



We are a very inclusive, caring school in the heart of our community. The children's well-being is at the centre of our life at school and we have high expectations of behaviour. We believe that the quality of relationships in our school is our biggest strength and the most powerful tool in behaviour management.

We support children with developing their self-awareness, emotional literacy and social understanding. We place a strong emphasis on trust, honesty, respect and tolerance through a close partnership between children, staff, governors and parents.

The adults in school provide clear role-models for behaviour in words and actions. Our behaviour policy is based on positive reinforcement for good behaviour. This could be in the form of rewards or incentives for groups or individuals. Rewards include: verbal praise, table points, class teacher awards, Headteacher awards or Golden Time.

To create safe boundaries for the children to feel secure to learn and to show that certain actions/behaviours are not acceptable within our community we have a system of graded sanctions (a child will receive warnings and reminders before these actions).

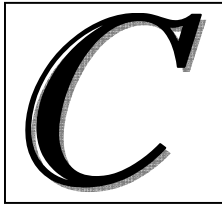
These are as follows:

- Official warning
- Removal/time out within the classroom (e.g. miss 5 min of Golden Time)
- Sent to another classroom/or Reflection Zone and parents informed at the end of the day
- Sent to the Head or Senior Teacher and parents informed (an action plan may need to be written and may include exclusion).

In very rare cases behaviour may be of such a level that a child will be sent straight to the Headteacher or Senior Teacher. These behaviours include: violence/intent to harm seriously, bullying, racism, vandalism and refusing to do as requested by an adult. The school will always try to work in partnership with parents to ensure children behave and often behaviour plans are written for children who have persistently bad behaviour. In extreme cases a child will be temporarily or permanently excluded from school (in line with statutory procedures).

As a school, we recognise that children can behave in ways that are challenging and disruptive for many reasons. We place a high value on the work of outside agencies who work with children with emotional and behavioural issues. Children are referred to these agencies by the Headteacher but parents may also make a request for a referral by talking to the class teacher.

We always remember that every day is a fresh day and the 'slate is wiped clean'



Charges

The charging policy for Burton Green Primary School is in accordance with the provisions of the Education Reform Act 1988 which states that it is not legal to make charges for activities which take place in school time but it is permissible to ask for voluntary contributions. No child can be excluded from a school activity because his/her parents do not wish to contribute.



Letters informing parents about activities may include:

- the date and times
- the type of activity and its educational purpose
- the number of qualified staff and other adults needed to accompany a school visit
- the costs per pupil
- the school contribution
- a request for voluntary contributions
- a statement that unless sufficient voluntary contributions are received, the proposed activity will not take place, as there is no alternative source of funding

Please ask if you would like a list of the charges we make in school.

Child Protection

The School follows the requirements of the Local Authority on all matters relating to Child Protection. There are three trained members of staff who have responsibility in ensuring procedures are followed in terms of issues being raised by children or adults relating to Child Protection.

All staff have Child Protection training which is reviewed on an annual basis. Through curriculum teaching children learn how to keep themselves safe and who to talk to if they have concerns.

All staff (including supply agency staff), students and volunteers need a current CRB certificate to work at Burton Green and details of this are logged. Staff will also be asked to give the Office copies of qualifications and proof of identification.

Any concerns or allegations about a child's welfare will be recorded in accordance with procedure and in serious cases the Child Protection team of the Local Authority will be informed. Parents will usually be informed if Social Services are to be involved in any investigations.

The Local Authority has its own Safeguarding Children Board. This is a statutory board which has been set up as part of the Every Child Matters reforms, and requires all organisations that work with children to co-operate to keep children safe from harm. Please note that under the requirements of the Children's Act 1989, the school is required to report to the local Social Services Department any unexplained or suspicious injuries found on the children at school. This may also result in the involvement of social workers. **Please remember that social workers are there to help.**

Church of England Primary School

We are a Voluntary Controlled Church of England School. This means that we promote Christian values and aim to have a distinctly Christian ethos. Nevertheless, we welcome all children regardless of their own or their parents religious beliefs. We actively seek ways to give our children experiences of various religions as well as exploring the children's own understanding of faith and belief.

Complaints



We want to know your views about what we do and to hear your bright ideas, compliments or complaints.

Copies of the complaints procedure are available on request.

In the first place complaints should be discussed with the class teacher. If you need to take your complaint further you should discuss it with the Headteacher.

If parents wish to take a complaint further, they should write to the Chair of Governors c/o of Burton Green CofE Primary School who will investigate the complaint and respond to you in writing.

Only then may it be necessary to contact the Local Authority.

Education Complaints:

Email: educationcomplaints@warwickshire.gov.uk

Telephone: 01926742256

Address: Saltisford Office Park, Ansell Way, Warwick. CV34 4UL

Confidentiality

At Burton Green we take confidentiality very seriously and have secure systems to ensure that information about pupils remains within the school. Nevertheless, if you do hear something which makes you feel uncomfortable or uncertain please report it to the Headteacher immediately.

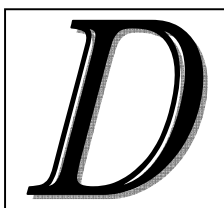
Everyone in the school is also CRB checked through the National database. An enhanced CRB is required when working with children. All staff and volunteers are also asked to sign our own confidentiality statement.

We do also ask all parents to respect Confidentiality if they either work, visit or mix socially with other parents/staff who are in school. If you have a question or a query about incidents in school we ask that you come and discuss them with staff. Talk outside school will often lead to misunderstanding, escalation of events and is unlikely to solve the problem.

Clubs

The school provides a wide range of Out of Hours Clubs available to children in both Key Stage One and Key Stage Two classes. Depending on staffing, helpers and children's interests, children will be informed about the different clubs during the year.

In recent times we have run clubs for football, art, cheerleading and dance. We need to have parents' written permission for children to take part and to know arrangements for their going home following the after school clubs. There may be a small charge for out of hours activities.



Disability and Discrimination

The Disability Discrimination Act (DDA) was passed in 1995, following years of campaigning by disabled people and supporters. The DDA is a Government measure intended to reduce discrimination against disabled people. In 2010 the Equality Act replaced the DDA but the disability equality duty still applies.

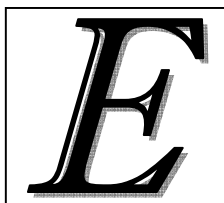
The Act has a direct impact on schools and because Burton Green is an Inclusive School (see section on Inclusion) we welcome the Act. As a School we need to make reasonable adjustments to ensure that any child or adult has access to the building and the facilities we offer regardless of their disability.

All schools are required to produce an Accessibility Action Plan.

Our main objectives are to:

- increase the extent to which disabled pupils can participate in the school curriculum
- improve the environment of the school to increase the extent to which all pupils (including disabled pupils) can take advantage of education and associated services
- improve and find appropriate ways of communicating information to all pupils and their families

To achieve these objectives the school will work with many outside agencies, parents, pupils and governors. We are constantly reviewing the school environment and curriculum to ensure that all pupils have access. We are happy to provide information to families in a variety of forms including: electronically, large print or simply provide people to explain information to parents.



Educational Visits

Educational visits are planned as part of the school's curriculum to suit the ages, aptitudes and abilities of the children taking part. Through the visits we aim to broaden the children's experience with activities that develop their enthusiasm and enjoyment for learning.

Visits take place mainly during school hours. To help with the financing of the visits, we ask parents to make a contribution. We endeavour to give children at least one educational visit per year. There may be extra visits arranged during the year for which we also ask a contribution, including theatre trips. There may also be residential trips for older children in Key Stage 2.



Emergency Closures

It is only in extreme circumstances that a decision is taken to close the school. These include: severe weather conditions, industrial action or circumstances beyond our control (broken boiler, power cuts etc). Decisions are taken in relation to the Health and Safety of the children, staff and parents and are never taken lightly.

We will endeavour to inform you about such closures as soon as possible. This will be in the form of a letter (if time), text, notifications on the school website, the Warwickshire County website, local radio stations and if possible with notices on the school gate.

Emergency Contacts

Occasionally a child needs professional medical attention during school hours. At these times we need to contact parents quickly. The school needs to have: **a current telephone number and emergency contact number(s)**. This is also essential to enable you to receive information through the texting system.

It is the parents' responsibility to take the child to hospital as their permission may be needed for treatment to be given. However in an emergency, the school will call an ambulance first and then inform the parents.

Environment

The school building has features which are sympathetic to the environment e.g. energy saving lighting which is only operated when people are in a room. The school is developing the grounds over the next few years and hopes to include an outside learning space and wild life areas. This will also mean a very valuable educational and community resource will be established.

We take environmental considerations very seriously at Burton Green and have put in systems to ensure a high percentage of paper is recycled. In the future we plan to develop recycling even further by using composting in our own 'kitchen garden'.

Equal Opportunities

All our children are given equal access to learning opportunities, and an equal chance to contribute to the educational process themselves and the life of the School. We aim to promote equal opportunities in all aspects of school life and to promote the welfare and achievement of all pupils regardless of gender, disability or ethnicity. Racist incidents are rigorously recorded and monitored by the Local Authority.

We recognise the contribution that children of all backgrounds bring to school life and actively seek to celebrate the cultural diversity within which we work.

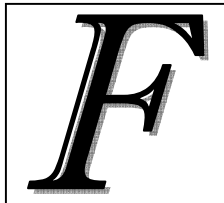
Every Child Matters

The previous Government's Policy of Every Child Matters still forms a framework to support the work we do with our children. We strongly agree that every part of a child's development is important and hold this at the very heart of our philosophy. Nevertheless, schools are constantly affected by government policy and we will adapt as these changes occur.

Over the last few years there has been a new approach to the well-being of children and young people from birth to age 19. There is an aim for every child, whatever their background or their circumstances, to have the support needed to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

This means that the organisations involved with providing services to children from hospitals and schools, to police and voluntary groups work together in new ways, sharing information and working together, to protect children and young people from harm and help them achieve what they want in life.



Fire Evacuation

There are updated copies of the Fire Procedure displayed in every classroom and by every external door. Fire Drills are carried out at regular times to ensure that your child is familiar with the evacuation.

It is possible that you may be in the building during a fire drill or evacuation. Please remember:

- As soon as the fire bell is heard, leave the building immediately by the nearest exit.
- Assemble on the field or playground. (You must ensure that a member of staff knows where you are).
- You may not return to the building unless instructed to by the Headteacher.

If the alarm rings at the beginning or end of the day please stay calm. **Do not enter the building.** Gather on the front playground or the field. Wait for instruction from school staff or fire service.

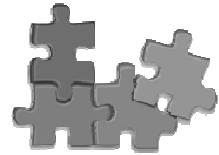
Mr Bridger is a trained fire marshal.

Foundation Stage (Early Years Foundation Stage)

The areas of learning for your child are based on the 'Early Learning Goals'. These are government guidelines that set out the curriculum that your child is taught, beginning at the age of three in nursery and continuing through the Reception year. The Foundation Stage Curriculum is under review by the Coalition Government and we will adapt our practice in the light of those changes.

The current Foundation Stage is organised into six areas of learning:

Personal, Social and Emotional Development
Communication, Language and Literacy
Mathematical Development
Knowledge and Understanding of the World
Physical Development
Creative Development



No formal tests occur in Reception but observations are carried out continuously. Your child's achievements are recorded in the Foundation Stage Profile.

Freedom of Information

The Freedom of Information Act came into force on January 1st 2005. It gives you the right to ask for information the school has about **your** child. All requests should be addressed to the Headteacher in writing. The regulations state that unless there is a good reason the information will be given to you within one month.

Friends of Burton Green (our PTA)

The Friends of Burton Green include all parents/guardians, children, past pupils, staff and member of the local community. A committee of Friends organise fund raising and social events. The Friends work very hard to support the school and contribute a great deal to the life of the school and raise funds to enhance the experience for the children at the school.

If you would like more information about the Friends of Burton Green please visit the school office.

Free School Meals



Some children are entitled to free school meals. If you are uncertain if your child qualifies for free meals please ask at the office. Application forms are available from the school office. It is important that these forms are filled in and returned to the school office together **with the supporting documentation** listed on the application form.

You may not realise it, but a child's entitlement to free school meals can attract additional funding to the school to support other aspects of their education. Even if you don't take up the free school meals establishing your entitlement will help the school to access additional resources.



Governing Body

We have a supportive Governing Body made up of parents, teachers and representatives from the community and the local authority. Governors have an important role in monitoring the achievements of the school.

Chairperson (Parent)
Vice Chairperson (Foundation)
Parent Governors

Foundation Governor
Community Governor

LEA Governor
Teacher Governor
Staff Governor
Headteacher
Clerk

Thea Gibbs
Sue Marshall
David Wood
Jim Braithwaite
Andrew Kerrane
(Position Vacant)
Lesley Tacon
Faith Ward
Laura Schlotel
Sue Clayden
Jo Jennings
Marcus Bridger
Janet Hickenbottom





Healthy School

In the last couple of years the school has received the prestigious Healthy School Award. We take the health of our children very seriously and work closely with parents to ensure that the children get the very best education in all matters of health and fitness.

The children, staff and parents continuously monitor the school dinners to ensure that nutritional standards are high as well as providing a range of food the children enjoy. We currently have our meals cooked in a local Kenilworth school by an award winning cook. Nutritional standards are monitored by County Caterers.

In the future we are looking at ways to become more self-sufficient and produce our own meals.

Health and Safety

Our school building and grounds are maintained by Warwickshire County Council. The school follows the Council's Health and Safety procedures in its every day practice. We have trained First Aiders on site and conduct Health and Safety audits with both Governors and the Local Authority. Specific trips or events are 'Risk Assessed' before they are allowed to take place.

Homework

Homework fosters the partnership between home and school. It informs and involves parents with work their children are doing and they are able to reinforce new knowledge and skills. It begins the process of developing study skills and helps to form initiative, perseverance and independence.

All children are expected to do homework and the activities and time allocations vary with the age of the pupils. Most homework activities support the development of literacy and numeracy. One of the most powerful ways in which parents can help support their child is by talking! Always show interest in your child's day and listen to what they say. Encourage your child to discuss, question and listen to adults and children around them to develop their language skills further.

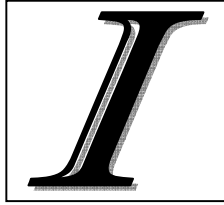
Children are expected to take reading books home from school. In the early stages this will be for parents to read to children gradually developing into pupil reading both for practice and pleasure. Parents can assist a great deal in the development of reading and are asked to listen to or read to their children for a few minutes each evening.

Children and parents will be expected to ensure that care is taken of books sent home and will be asked to replace books which are lost or damaged whilst at home if this is necessary.

All children will be asked to learn spellings and multiplication tables or gather information appropriate to work being done in school.

Children absent through illness or injury for a long period may be provided with suitable work on request.





Illness

It is essential that you let us know either by phone or letter if your child is unable to attend school due to illness or other medical reasons. This information will be entered into the school register. Please note this is still recorded as an absence but with a reason.

We have several first aiders in the school and these people will examine your child if they have an accident at school. We will inform you of any injury or illness immediately and on some occasions it may be necessary to send your child home or take them to hospital for medical attention.

Improvement Plan

All schools produce an Improvement Plan to develop the school in certain areas. Our current plan is presented every September. Our key school priorities are:

- To raise standards of attainment in core subjects in Key stage 1 and 2, with particular focus on writing
- To raise standards in teaching and learning through promoting self-assessment, clear targets and providing children a greater understanding of their learning
- To further develop a Learning Community in partnership with parents, the Kenilworth community, Church of England and the wider community including Arden Primary School (Birmingham) and our partner school in Africa.

Do ask at the school office if you would like a copy of the plan.

Independence

Please help our children but allow them space to explore situations for themselves and not be tempted to do everything for them. We like our children to enter school by themselves and learn the routines e.g. putting their lunchboxes away, hanging their coats up and settling down to start the school day.

Although we very much want you to be a part of our school we ask that you allow your child to do tasks for themselves. At the end of the school day, children should remember to bring their own jumpers and clothing home. You can help this by ensuring that every piece of clothing is clearly labelled.



Inclusion

At Burton Green we work hard to enable our children to become independent and so able to take ownership of their learning and behaviour. This is regardless of their age, gender, ethnic background, ability or any physical issues they may have.

We strongly believe that all our children deserve the best education and opportunities that the school can offer.



Our Inclusion action plan reflects our philosophy and practice and has three simple development points:

- Creating suitable learning challenges – this will be done through the careful planning of lessons and differentiation
- Meeting diverse learning needs – this will be done through the skilled teaching of children
- Overcoming potential barriers to learning – this will be done through careful planning and preparation of school resources, building or staffing

We will be working closely with specialist outside agencies and schools within the Kenilworth Learning Community to provide the best support for all our children and cater for their specific needs.

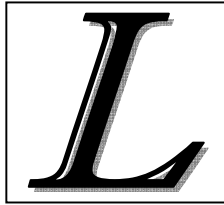
To meet our action plan targets the school has worked hard on the following areas:

- Training staff in the use of Social and Emotional Literacy, Achievement for All and Looking for Learning
- Examined and developed understanding of Safety, Health, Enjoyment and Achievement
- Developed learning outside the classroom e.g. at lunchtimes and clubs led by outside people

Insurance

It is up to parents if they wish to arrange personal accident cover for children. The County Council is insured against liability to pupils if they are accidentally injured as a result of negligence by the authority or its employees. Nevertheless, the claimant will have to prove negligence or fault.





Lateness

It is essential that children arrive on time for school. Lateness often causes children to miss vital information and leaves them feeling unprepared and upset. The school monitors lateness very carefully and will contact parents when there is repeated lateness. Late comers will need to go to the Office and be recorded as late and will be escorted to their classrooms by a member of staff.

If your child has a medical appointment please let us know in advance and provide a copy of your child's appointment letter. The school is responsible for children during the school day. They are not allowed to leave school early unless they are collected by parents or another responsible adult that you have informed us about.

Learning at Burton Green Primary

The staff team has worked hard to establish the 'best practice' in teaching. In our school staff ensure that lessons are well organised and prepared. Teachers give a range of practical experiences to give your child the best opportunity to learn. Your child will be given a clear expectations of what they will learn and targets to help them improve. Your child will also be given clear feed-back on their work so they understand their achievements.

We are also developing the 'Looking for Learning' framework across the school to ensure children know what learning they are undertaking and use the vocabulary to describe it.

Lost Property

Please make sure that all clothing is clearly marked with your child's name including: socks, shoes, coats, pants, shirts, shorts... basically everything! See the Friend's section of the website to find how to order labels. A box of lost property is located in the entrance to the school and we will display any items at the end of each term. Nevertheless, after the term has ended any lost property will be sent to charity.

Lunchtime

Children may either stay for a school dinner or bring a packed lunch. Children may go home for lunch by prior arrangement. The current charge for school dinners can be found from the school office, payable in advance on the **first school day** of the week or half-term in advance. In the event of absence at the beginning of the week, money should be brought in on the first day back at school. Unfortunately, once a half-term payment has been made we are unable to give refunds if your child swaps to packed lunches.

Packed lunches must be brought to school in a single sturdy container **clearly labelled** with your child's name. The container should also store your child's drink and should not be brought to school separately. Please note that sweets should **not be** given to your child for lunch. Drinks must be in a suitable container with a secure lid, which will neither leak or burst. For safety reasons **no glass bottles or fizzy drinks are allowed**.

A notice period of two weeks is required if you wish to change lunch arrangements.



Medical Examinations

The Local Authority arranges a number of medical examinations in schools. Some examinations will need a follow-up referral to doctors. Checks are normally conducted on hearing, eyesight, and dental checks.

Medicines in School

Local Authority advice states that medicines **should not be normally administered at school**. Nevertheless, there are occasions when children need doses during the day.

This must be done with prior arrangement with the Headteacher who is ultimately responsible. Medicines will only be accepted (including inhalers) if they are clearly labelled with the child's name, dosage instructions and in the correct bottle. There is also a form to be completed by the parents that is available in the office.



Inhalers are kept in the classrooms for children to use when needed but all other medicine will be locked away in the school office. Please **check the use by date** on your child's inhaler and replace when needed. Parents must make sure that their GP is satisfied that the child can use their own inhaler correctly before bringing it into school.

It is important that our medical data is **kept up-to-date** and that parents inform us immediately of changes to their child's medical conditions. The school must also be informed of any allergies that children have and detail the way it must be treated.

Modern Foreign Languages

We are currently providing the teaching of French throughout Key Stage 2.

Money in School

All money for school meals, visits, charity etc should be placed in an envelope clearly labelled with the child's name, class and event. These should be handed into the school office.

Please note that we encourage children not to bring loose money into school. We will not accept any responsibility for the loss of money if your child chooses to bring in money unless specified.

Monitoring Progress

Assessment of your child's progress is continuous throughout the year. This is to ensure we have a comprehensive 'picture' of their development. Children in Year 1 to Year 6 will be assessed once a half-term in Writing, Reading and Mathematics. Data and other assessments is collected continuously including spelling test results, progress in phonics, mental mathematics quizzes etc.

No formal tests occur in Reception but observations are carried out continuously. Your child's achievements are recorded in the Foundation Stage Profile and in 'Learning Journeys'.

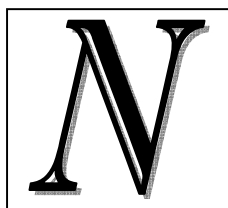
At the end of Year 2 information about your child's achievements has to be sent to the local authority and Government. In the past this achievement was assessed through Standard Assessment Tests (SATs). In the last few years the requirements have changed and information is now collected over a longer period of time and the school reports a Teacher Assessment. Teacher Assessment is based on the teacher's knowledge of the work your child has done over time and is a better indication of where your child is at. It is important to note that a teacher may still use specially designed tests to help their decision but other information is considered as well. You will be informed about levels in the annual school report.

At the end of Year 6 the school is legally required to carry out Standard Assessment Tests (SATs) with the children. From 2012 SATs will only be in Reading and Mathematics. Writing attainment will be judged by Teacher Assessment over the year.

Year 6 tests take place in May over the course of one week. We take care to prepare the children for this event and most children enjoy the chance to show what they can do. These tests are sent away to be marked and results are reported to you in the annual school reports. Your child will receive not only their SAT test scores but also Teacher Assessment judgement. This is important for children who may not perform at their best during the day of the test.

Your role during Year Six SATs is important. Please make sure you come to meetings in school about SATs and ask the teachers for advice about useful books or activities to do at home. Make sure your child is relaxed and ready to do their best at school (always make sure they have had a good breakfast everyday because it makes a big difference!). Always support your child in the work they do at home and give them lots of praise and encouragement.





The Current National Curriculum at Burton Green

The Education Act of 1988 states that children between the ages of five and eleven must study four core subjects: Maths, English, Science and ICT. As well as six foundation subjects: Design and Technology, History, Geography, Art & Design, Music and Physical Education. There is also now a requirement to teach a modern foreign language in Key Stage 2. Personal, Social and Health Education and Citizenship are taught across the curriculum.

The Coalition Government is currently undertaking a full curriculum review at Key Stage One and Key Stage Two. We will provide information about the outcome of this review when it is available. A new curriculum is due early in 2013.

This is very much a minimum requirement and at Burton Green we do so much more. The school has many established links with organisations which allow us to deliver learning in a fun and creative way. Much of the curriculum is taught in the form of topics and allows children to explore learning in an exciting way.

Our curriculum aims to be: inclusive, engaging, relevant and creative.

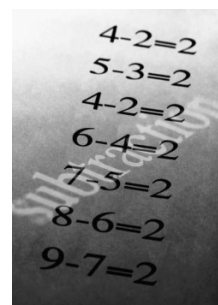


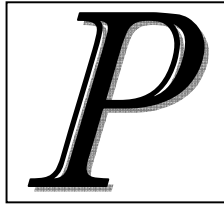
Children learn in many, many ways and because of this we vary our teaching methods e.g. whole class, group and individual. These different methods allow children to develop a deeper understanding of what has been taught by direct teaching, playing, investigating, exploring, experimenting, problem solving, listening, researching, interacting and applying what has been learned.

We will be undertaking a review of our school curriculum (2011/2012) to ensure the best balance and opportunities to our children.

What is a Key Stage? The National Curriculum has been planned for four age groups called Key Stages 1, 2, 3 and 4. Children begin Key Stage 1 when they are in Year 1.

Children reach the end of these stages when they are seven, eleven, fourteen and sixteen years old. The 1988 Education Act requires children to be assessed at these four stages.





Parental Involvement

We value parents working in partnership with the school.

There are opportunities for parents and staff to meet, both formally and informally e.g. parent evenings, fund raising events, etc.

Together we can really help our children's academic and social development. Children love visitors into school and gain so much from talking and working with different adults.

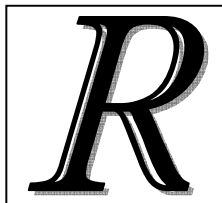


Parental help is welcomed at all times both in the daily life of the school and with the many out of school activities. All teachers need help at some time during the year. It may be occasional, as on an educational visit, or regular support in the classrooms.

If you feel you can help in any way please get in touch.

Parent and Teacher Association

Please see 'The Friends of Burton Green on page 2.



Religious Education

Religious Education is not part of the National Curriculum but must be taught as a legal requirement. We are a Church of England School and follow the Warwickshire Agreed Syllabus which is mainly Christian.

The Warwickshire Agreed Syllabus contributes to developing the whole child in a spiritual, moral and cultural way. The syllabus is based on the principles of sharing the key values of all religious traditions.

We aim that through Religious Education children are given the chance to explore and answer the big questions of life, make informed judgments, gain knowledge and understanding of other faiths, develop positive attitudes towards other people and respect other peoples' right to hold different beliefs from their own.

Parents do have a statutory right to withdraw their child from all or any part of Religious Education but will need to make suitable alternative arrangements for their child.

Reporting to Parents

Each year children are given a written report with details of their achievements. The report will give details of how your child is progressing in all areas of the Curriculum as well as targets for how they can improve in the future. For children at the end of Year 2 and Year 6 the report will detail the Standard Assessment Test/Task or Teacher Assessment results.



During the year there are two parent evenings (Autumn and Spring Term) and one open evening (Summer Term).

Naturally, parents may see class teachers at any convenient time to discuss their child's progress. All we ask is that parents make an appointment first to ensure the class teacher is available and that any relevant work can be prepared for you to see.

For information about how to view and (where appropriate) acquire documents from school relating to your child's progress, please ask the Headteacher.

Results

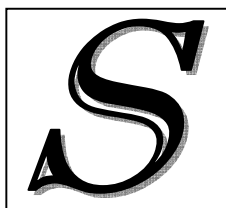
The table below illustrates the end of Key Stage 1 Teacher Assessments and end of Key Stage 2 SAT results for 2011. We were particularly pleased with our Key Stage 2 Maths results. The school maintains good standards in relation to the National Average. At the end of Key Stage 1 children should be working at a Level 2 standard (or above) and at the end of Key Stage 2 they should be working at a Level 4 standard (or above).

Key Stage 1 Teacher Assessments			Key Stage 2 Statutory Assessment Results		
	School	National		School	National
Numeracy	Level 2+ = 100% Level 2B+ = 73% Level 3 = 13%	Level 2+ = 90% Level 2B+ = 74% Level 3 = 20%	Numeracy	Level 4 = 29% Level 5 = 46%	Level 4 = 64% Level 5 = 35%
Reading	Level 2+ = 80% Level 2B+ = 67% Level 3 = 27%	Level 2+ = 85% Level 2B+ = 74% Level 3 = 27%	English	Level 4 = 50% Level 5 = 43%	Level 4 = 49% Level 5 = 32%
Writing	Level 2+ = 87% Level 2B+ = 60% Level 3 = 0%	Level 2+ = 81% Level 2B+ = 61% Level 3 = 13%	Science	Level 4 = 50% Level 5 = 50%	Level 4 = 49% Level 5 = 36%

The DFE produces detailed reports on school performance annually. Please see www.education.gov.uk/schools/performance for more details.

Respect for our Staff

The Governing Body values its employees, and we want to support them. Our staff are trying to do their best for you, so please treat them with dignity and respect. We do not expect staff to be subjected to any form of verbal abuse, threatened, or assaulted in any way. Please note that the appropriate agencies will be informed of any such behaviour. The Council may pursue legal action, (civil or criminal), if staff are injured, or if property is damaged.



School Council

We have an active School Council of children and staff. Children are elected annually to represent their classes and run all the meetings. The Council discusses school issues and puts forward ideas to improve the school and often actively changes the way things are done in school. The Council has worked very hard providing their ideas for the Travel Plan and other areas of school improvement.

Social and Emotional Literacy

Social and Emotional Literacy is an integrated part of school life. It is used as a way of encouraging **everyone** to develop a set of common positive values for managing appropriate behaviour in our school and in the wider community.

SEAL themes are usually introduced during a Monday assembly and are reinforced by class teachers during the week.

Security

We are very security wise at Burton Green and follow the County's Health and Safety policy. To protect your child we ensure that the two main entrance doors are bolted when the children are in school and that children are never left in an area of the school without supervision. We insist that all visitors sign in and out of the school.

Secondary Schools

Information about choosing a secondary school is available to parents in the Summer Term of Year 5. If you choose to send your child to an independent school they will provide you with information about entrance examinations. Choices are made by the October your child is in Year 6. Many Secondary schools give opportunities for you to look around before you and your child make a choice. This information will be given to you as it becomes available. We endeavour to liaise closely with our secondary partners to ensure that there is a smooth transition for your children.

Sex and Relationships Education

The governing body and school staff believe that this is an essential part of children's education. Our Policy on Sex Education follows the DoE guidance on Sex and Relationships Education 2000 which states that schools have a legal duty to ensure that pupils are protected from teaching and materials which are inappropriate, having regard to age, religion and cultural background of pupils concerned. Schools should also ensure that, within the context of talking about relationships, children should be taught about the nature of marriage and its importance for family life.

Specific teaching about puberty will be done in the final two years of Key Stage 2 by the school nurses. A great deal of work is done with the children throughout their time at school through positive relationships. In Years One and Two the teaching focuses on the similarities and differences between boys and girls. Year 5 children are taught about the onset of adolescence and given chance to explore

issues in single sex groupings. Year 6 are given more information about how babies are made and how they are born.

It is essential that parents are involved and supportive to relationship and sex education in school for the sake of their children. The school offers supportive literature if required. Nevertheless, if parents withdraw their child from these sessions it is their responsibility to arrange alternative provision for their child during that time.

Snacks

Milk is provided free of charge until children are five years old. You will be notified after your child's fifth birthday about the charges for each half-term. Chilled water is available freely all day and each child has their own bottle supplied by the school when they start in Reception.

As part of the school's drive towards promoting healthy eating we engage in the Department of Health's National Fruit scheme. Children in the infants are provided with free fruit at break time. This is a super opportunity for your child to get one of their five portions of fruit/vegetables a day and gives them a chance to explore different types fruit/vegetables.

Children in Key Stage 2 may bring in snacks from home but we ask that these to be as healthy e.g. fruit, vegetables or cereal bars.

Special Educational Needs

We recognise that, at some time, a child may have a learning difficulty that calls for *special educational provision* to be made for them. We are committed to providing that support in order to develop the potential of every child, through a broad, balanced curriculum that is within the requirements of the Foundation and National Curriculum.

Children who have special educational needs are those who have:

*either greater difficulty in learning than most of the children of their age
or a disability which hinders them from making use of the facilities usually provided for their age group
or behaviour which inhibits their educational progress*

The school follows the recommendation in the Code of Practice 2001. We also follow the Policy and work of Warwickshire County Council on Inclusion. We will endeavour to provide support and facilities to enable all children to access the school and curriculum by responding to children's individual needs.

Our policies and strategic planning encompass inclusion for all learners, whatever their age, gender, ethnicity, disability, attainment or background. We will strive to eliminate prejudice and discrimination amongst the whole school community and create an environment where all children can flourish and feel safe.

In order to meet each child's special educational needs, we closely follow the model of the Code of Practice 2001 and Local Authority guidance which recommend the following levels of intervention:

Early Years Action and School Action:

If a child shows that he or she is progressing at a much slower rate than other children in the class, extra help is provided for the child in school. A programme of work for the child to work through over a certain length of time is planned with the teacher, parent and Special Needs Co-ordinator. This is called an *Individual Educational Plan (IEP)*. *Children who have behaviour support have an Individual Behaviour Plan (IBP)*.

Early Years Action Plus and School Action Plus:

If the child is still having significant difficulties, we can contact *outside support agencies for advice and help*. e.g. educational psychologists and specialists in speech and hearing etc. Children will still receive and IEP/IBP but with the expertise of the specialist.

In a few cases parents or teachers may ask for a *Statutory Assessment of Special Educational Needs*. This is a detailed examination of the child's needs which includes information from all those who have been working with the child.

Parents are involved at each stage and are expected to attend all meetings arranged to discuss their child's progress.

If as a result of this Statutory Assessment, the LEA thinks that the child's needs cannot be met within the school, they will make a **Statement of Special Educational Needs**. This sets out in detail what the child needs and what extra help is required in terms of adult support, resources and in some cases placement.

Staff Team 2011/2012

Headteacher
Assistant HeadteacherMarcus Bridger
Jo Jennings**Teachers**Stella Villiers
Melissa Gaynor
Lisa Salisbury
Sue Clayden**Teaching Assistants**Gunnell Bal
Linda Bunting
Janet Hind
Vicky Deary
Caroline Thompson (support assistant)**School Secretary**

Jill Johnson

Admin Assistant

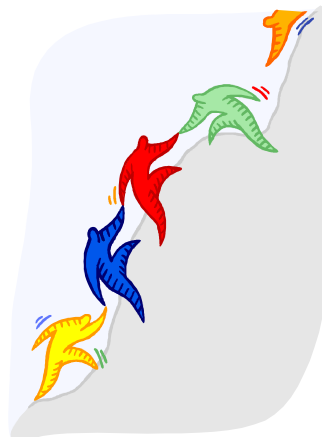
Helen Hughes

Caretaker

Andy Mosely

Lunchtime SupervisorsMarion Southam (Senior Supervisor)
Melanie Beasley
Lynda Bunting
Judy Barker
Sarah Oliver
Helen Hughes
Clare Cotton (Cover Supervisor)**Food Service Assistant**

Donna Lee



Subjects

English (including Literacy)

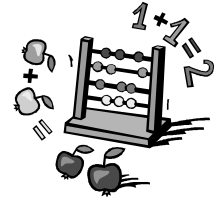


English is central to all learning and an integral part of all our work at school. It is the main way for your child to develop their thoughts, feelings and ideas as well as their language expertise. Speaking and listening are fundamental to this development and our teachers plan opportunities for children to speak in pairs, groups and to the whole class as well as through drama and role-play.

During the school day opportunities are given to foster the purposeful use of language, equipping children with the personal and social communication skills they need to become effective members of the community. A rich variety of reading materials and frequent writing sessions enable children to acquire the essential skills required at this primary stage of their education. Literacy sessions are normally planned for each day and also there are also extended writing period in the timetable. We encourage Literacy skills to be developed in all other subjects.

Mathematics (including Numeracy)

Mathematics is a real and relevant subject that is required throughout life. We base our Numeracy work on the revised Numeracy framework and children are taught to apply mathematical knowledge to solve problems. A variety of mental strategies are taught to develop confidence with numbers. Practical and mental skills form the essential foundation for written maths methods. We look for every opportunity to teach Mathematics across the curriculum and in relevant contexts.



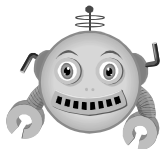
The One Hundred Club

The 100 club is an activity used across the school to encourage a fast and reliable recall of number facts. Your child will be working on a set of calculations at their level of understanding e.g. the 8 club has eight calculations. The 100 club is a warm up task for the beginnings of Numeracy sessions. It has never been intended as a test but a fun activity to 'get the brains working'. The club is aimed at motivating children to improve on their own personal best. Naturally, some children will work at different paces, some slow down and some speed up.

Children will need to complete all of the calculations before moving onto the next level. The sheets come home to you so that the children have an extra opportunity to practise. During the session the children will be given a chance to show what they can do.

We appreciate all your support at home and hope this gives you a chance to be involved with your child's numeracy work. If you can help your child recognise patterns and number bonds e.g. $6+4=10$, $16+4=20$ and $8 \times 2=16$ then you will be giving your child a head start! If your child completes a club and all answers are correct they will receive a certificate at the Friday Congratulations Assembly.

Science



Our programme of study in science aims to develop enquiring minds and to gain knowledge and understanding of scientific ideas and skills. Children are encouraged through a variety of situations to develop skills of imaginative and systematic questioning. Through practical activities children can develop the ability to formulate and test ideas and gain an understanding of scientific knowledge.

History

Much of the children's work in History is developed through topics which are often linked to other subject areas. We aim to make the work relevant and real where possible, drawing on the children's own experiences. We encourage the use of historical artefacts and documents, so giving the children first hand evidence and a chance to make up their own minds about past events. This develops an awareness of past events and learning to prepare them for life in the community and helps them to understand how we can learn from the past.



Geography



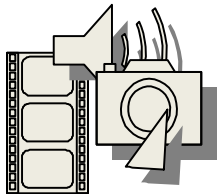
The study of Geography helps children towards an understanding of the world in which they live. The work involves investigation and exploration of their local area and further afield. We aim to establish a sense of personal responsibility for their own actions on the environment and the world in which we live.

Information and Communication Technology

ICT is a rapidly changing and developing part of our lives. We aim to use this powerful tool to provide the children at Burton Green with active learning experiences across the curriculum. With a wide range of electronic equipment, we are able to develop our children's skills, knowledge and independence in ICT. We aim to develop our children's skills and confidence to access to the wider world of communication.



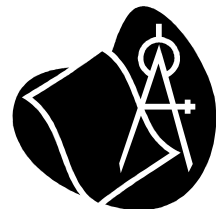
The Arts



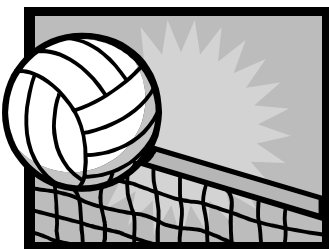
Creative activities in art and craft, drama, music and dance are encouraged throughout the whole curriculum. The children are encouraged to enjoy and experiment with a wide range of media to develop their capacity for innovative thought. In Key Stage 2 there are several chances for children to learn how to play musical instruments.

Design Technology

Design Technology fits well into our cross-curricular approach, linking to many subjects, especially Maths and Science. It provides the opportunity for children to engage in imaginative and creative work. Technology provides an opportunity for the children to design, investigate, plan and construct. Planning and evaluating their designs and artefacts gives children a chance to learn by their mistakes, as well as their successes. This curriculum area helps children to learn how to tackle new problems and tasks with confidence.



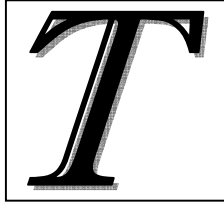
Physical Education and Sport



All children are encouraged to participate in regular exercise to maintain their health. Children are offered an appropriate range of activities through the curriculum in all Key Stages. At times, extra-curricular activities and clubs are often offered. Once a year all children will participate in a 'sports' Fun Day where they can demonstrate the development of their skills. We place great emphasis on children participation for fun and not just winning.

Throughout their time at Burton Green children are offered a balanced range of games, dance, gym and athletics activities.

Swimming sessions are currently under review. The current requirement is that all children can swim 25m by the end of Year 6. The school is investigating ways to implement a programme for swimming with the restraints of pool closures and transport costs.



Term Dates for 2011 to 2012

Autumn Term 2011

- Term starts - Monday 5 September 2011
- Half term - Monday 24 October to Friday 28 October 2011
- Term ends - Friday 16 December 2011

Spring Term 2012

- Term starts - Wednesday 4 January 2012
- Half term - Monday 13 February to Friday 17 February 2012
- Term ends - Friday 30 March 2012

The bank holiday normally held at the end of May has been moved to 4 June 2012 due to Queen's Diamond Jubilee. Tuesday 5 June 2012 is an additional bank holiday.

Summer Term 2012

- Term starts - Monday 16 April 2012
- Half term - Monday 4 June to Friday 8 June 2012
- Term ends Friday 20 July 2012

There will be occasional days during the year when the school is closed to children. We will notify parents well in advance of these days. Planned training days for this year are: 2 September 2011, 5 September 2011, 31 October 2011, 3 January 2012 and 1 June 2012.

Traffic and Road Safety

Traffic on the road around the school is very busy. The school has worked closely with the police, Children's Centre, Local Authority and the local Councillors to develop a Travel Plan to make Burton Green a safer place to get to.

For the safety of your children can you ensure that you do not park on the zig-zag lines, do not block driveways and avoid turning in the school car park. We also ask that you do not park on the bend opposite the farm. Thank you!

Although we do teach the children about road safety we ask all our parents to show their children the safe way to cross the road. We also ask that parents park considerately when dropping their children off because badly parked cars often add to the dangers outside the school entrance.

Transfer Procedures

In Year 6 both parents and children are given information and opportunities to guide their decision regarding choice of secondary education. Parents with children with Statements are generally asked to make their selection in Year 5.

It is important that this information is read carefully and that clear preferences are given. If you have any difficulties with the paperwork involved please contact us for help. **Burton Green has no involvement in the admission procedures of Secondary Schools.**

Open Evenings are usually arranged for children and their parents by local secondary schools near the beginning of the academic year.

Timings for the School Day

Class One and Two: 8.55 to 12.00 and 1.00 to 3.30

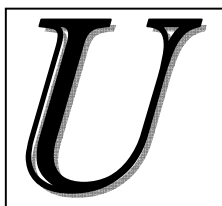
Class Three and Four: 8.55 to 12.15 and 1.15 to 3.30

Break Times: Morning 10.30 to 10.45 and Afternoon 2.15 to 2.30

School doors open at 8.40 am. Children are **expected** to be collected by 3.40 pm.

Children enter and leave the school through the classroom doors. For security and Health and Safety reasons we ask parents to meet their children at the classroom doors. If you would like to see staff before or after school please make an appointment (unless it is urgent).





Uniform

Children must come to school dressed in comfortable sensible clothes. All ordering of the school uniform can be done through the Friends of Burton Green (order forms are available outside the school office).

The new school uniform:

- white or red polo shirt or blouse
- grey or black trousers/skirt (Summer dresses and shorts if you wish in better weather)
- red sweatshirt or fleece/cardigan
- flat and comfortable shoes in a dark colour (no trainers)



Please make sure your child has a coat at all times and 'wellies' if it is wet. Sun hats are also advisable in hot weather (with neck protectors if possible). No jewellery is allowed in school other than small stud earrings and any items worn for religious reasons. **All items of clothing should be clearly named**

Please note that nail varnish or make-up is not permitted in this school. Parents will be contacted and the child will be asked to remove it.

For health and safety reasons it is essential that children have separate and sensible P.E. clothing which is clearly named and in a drawstring bag. P.E. clothing should be available in school every day. It should include: a red T-shirt, black shorts/skirts and a pair of pumps/plimsolls/trainers. In the Winter black tracksuit bottoms are acceptable.

On outdoor games days your child will also need a pair of trainers. For safety reasons jewellery **must not** be worn during P.E. lessons.



Welcome!

We all wish you a very warm welcome to Burton Green School and remember we are here to help.