

# **WELCOME TO**

## **BRATTON FLEMING COMMUNITY PRIMARY SCHOOL**

**Dear Parents,**

I would like to take this opportunity to welcome you to Bratton Fleming Community Primary School. Everyone in school looks forward to working closely with you to ensure that your child's school life is a happy and fulfilling experience.

As a school averaging around 125 pupils in five classes, we take pride in our strong sense of community within school. Teachers, learning support assistants, mealtime assistants, administrator and cleaning staff, join with the children in taking great pride in our school and we all work to ensure it is always a happy and safe environment for everyone.

We keep you informed about your child's educational progress and activities in school, through weekly newsletters, termly parent/teacher meetings and child reports. We also encourage parents to take a keen interest in your child's education and hope that you will come and talk to me or your child's teacher about any issue concerning your child.

At Bratton Fleming we are committed to working in close partnership with parents in order to provide the best for your child. We encourage children to achieve their best, recognising each child's strengths and areas to develop. You will find a warm and welcoming atmosphere in our school, built on family values and respect for each other. We are an inclusive school and value all children for their contribution that they can make to school life, regardless of ability

In September 2012 Bratton Fleming CP School federated with Holywell C of E School, near Tawstock. Both schools are now called The Gateway Federation and have one governing body supporting the running of both schools.

We are always happy to have visitors and would welcome the opportunity to show you around. Please telephone the office and make an appointment to view the school and meet with the Headteacher.

I look forward to meeting you and your child.

Susan Denham  
Executive Headteacher

**For further information:**  
**Director of Children's and Young People's Services,**  
County Hall, Topsham Road, Exeter, EX2 4QJ. Tel: 01392 382000

## **CONTENTS**

Page 1	Welcome
Page 2	Contents
Page 3	School aims
Page 4	School Governors
Page 5	School staff
Page 6	Curriculum
Page 9	Parents and school and PTA
Page 11	School Day and Clubs
Page 13	Sporting Aims
Page 14	Starting and transferring schools
Page 16	Discipline
Page 18	Special Needs
Page 19	Health and Medical Information
Page 21	School Uniform
Page 23	Absence from school
Page 24	Snacks and meals
Page 25	Parking and transport
Page 27	Holiday and term dates
Page 28	Internet Charter

## **SCHOOL AIMS**

**Our school will be a fun, happy, safe and caring place**

We will:

- \*Praise each other and smile and have fun
- \*Be proud to be an individual and work together as a team
- \*Work hard and play hard in all we do
- \*Have positive attitude to learning and become independent learners
- \*Treat each other and each others' property with respect
- \*Be polite, well mannered and considerate
- \*Be kind and helpful and share
- \*Respect and follow our school rules

## **SCHOOL MOTTO PRIDE IN ALL WE DO**

We will also respect and follow the school Golden Rules.



## **THE GATEWAY FEDERATION GOVERNING BODY**

Our governing body is made up of 11 governors. They meet on a regular basis at the school and parents are informed of the date and times of full governing body meetings.

The governing body has two committees for resources and teaching and learning.

LINDA WATT	FOUNDATION (CHAIR OF GOVERNORS)
CHRIS PRATT	LOCAL AUTHORITY (VICE CHAIR)
SUSAN DENHAM	HEADTEACHER
HANNAH DAY	STAFF GOVERNOR
SAM HAMMOND	FOUNDATION GOVERNOR
MANDY ROBBINS	CO-OPTED GOVERNOR
TIM BAKER	PARENT GOVERNOR
ALASTAIR COCKBAIN	PARENT GOVERNOR
REVERND MIKE CLARK	EX OFFICIO
JOANNA GALBRAITH	CO-OPTED GOVERNOR
KEITH DENBY	CO-OPTED GOVERNOR
ROSEMARY ELLIOTT	CLERK TO GOVERNORS

**Governors may be contacted at:-**

**Holywell C of E School 01271 345908**

**Bratton Fleming C.P School 01598710337**

## **SCHOOL STAFF**

### **Teaching and Support Staff**

<b>Headteacher</b>	SUSAN DENHAM
<b>Teachers</b>	TOM PETTIFER      CLASS TORRIDGE LUKE DAY      CLASS TAW WENDY GOSLING      CLASS CAEN NICOLE BAGLOW      CLASS LYN HANNAH DAY      CLASS BRAY (Maternity Leave) JO BOURN      CLASS BRAY
<b>Business Manager</b>	HEATHER LAKE
<b>Administrator</b>	LISA SPEARS
<b>Teaching Assistants</b>	LISA SPEARS SARA ASHTON HAYLEY HEAFIELD ZOE BOAST JOANNE BLAKE SOPHIE BURRIDGE DEBBY MORRIS STACEY CROCKFORD (HLTA)
<b>SEN – Teaching Assistant</b>	LOUISE IRWIN ALISON MAYNARD PAULA KELLAWAY HEATHER WILSON CATHERINE de RUSSET
<b>Parent Support Worker</b>	LYNDA AREND
<b>Mealtime Assistants</b>	CATHERINE de RUSSET MARK THOMPSON MELISSA SLOMAN CHANTAL SHAPLAND JULIA JONES NICKI DOWLE IRENE THORNE
<b>Caretaker Cleaner</b>	MIKE ANDERSON LYNSEY PEARSON
<b>Catering Manager</b>	TRACEY TAPP

## **THE CURRICULUM**

**The core subjects of mathematics, science and English play a central role in the curriculum. Each class has a daily literacy and numeracy lesson; these usually take place in the morning.**

In addition the children undertake work in art/craft, design and technology, geography, history, information and communications technology, music, modern foreign languages, PE (which includes games, gymnastics, dance and swimming), religious and personal and social education. We endeavour to provide a broad, balanced and curriculum, relevant to the children's needs. Planning is mainly in the form of cross-curricular activities, within the framework provided by the National Curriculum. Care is taken to ensure that work is matched to the abilities of individual children.

We continually assess and record your child's individual progress. Parents have the opportunity to discuss their child's progress at two parent conferences held throughout the year. In addition parents receive an annual written report.

Should you wish to see documents or regulations relating to the National Curriculum please contact the headteacher. If at any time you are concerned about the curriculum your child is receiving please discuss this with the classteacher and headteacher. However, if you are not satisfied there is a procedure for making a formal complaint to the school governing body. Details of this may be obtained from school.

### **Creative Days**

Each term the school may have Creative Days. On these days the children work in their house groups and take part in a range of creative activities. In the past these have included, drumming, dancing, pottery, model making, beach day, craft activities. The purpose of these days is to give children a range of different curricular and social opportunities from their normal schooling.

### **Religious Education**

This is taught in accordance with Devon's Agreed Syllabus for Religious Education. It is closely related to the school's positive caring ethos. Within the subject the pupils study Christianity and the principal religions represented in Britain.

If you would like your child to be withdrawn from religious education please let the headteacher know.

### **Collective Worship**

A daily act of collective worship is held at the school. Most days the whole school meets together for this, but sometimes it is held in classrooms. Parents who wish to withdraw their child from collective worship should inform the headteacher.

## **Sex Education**

The governors of the school have decided that sex education at the school will be appropriate to the age and understanding of the children involved. When lessons are to be given, parents will be informed in advance and given detailed information if they wish. Parents may withdraw their children from these lessons. A pamphlet for parents which outlines the programme followed is sent to all parents before their children's lessons start. Parents are encouraged to borrow the video used.

The teachers and governors of this school have agreed the following policy on Sex education within the school.

- 1) We see sex education as an integral part of our Personal and Social Education and Science programmes throughout both key stages 1 and 2.
- 2) Direct teaching of sex education will take place during years 5 and 6, in mixed sex groups, using our own video and pamphlet both of which are available for parents to see beforehand. Children can be withdrawn from these sessions but we would encourage all parents to allow their children to be included.
- 3) Any questions about this subject will be answered appropriate to the age and understanding of the child. Questions outside the scope of the video and pamphlet will be referred to the parents. If children reveal very inappropriate knowledge or behaviour for their age, these concerns will be referred to the headteacher or deputy headteacher.
- 4) Sex education will be discussed within the context of a loving, caring relationship.
- 5) Throughout both key stages we encourage the use of correct terminology.

## **Equal Opportunities**

Our own aim is, by avoiding stereotyping, to encourage all of our children to achieve to the best of their abilities in whatever field. We endeavour to provide images of groups within society to encourage children to treat, with respect, everyone regardless of their gender, ethnicity, capability, religious beliefs or background.

In school any issues of stereotyping will be challenged and discussed with the children. We will monitor children's achievements to note any particular groups that are underachieving so that appropriate measures can be taken to rectify this.

## **Homework Policy**

### **The Purpose of Homework**

- Develop an effective partnership between the school and parents and other carers in pursuing the aims of the school. This is also of course the purpose of home school agreements.
- Reinforces work covered in class, providing, in particular, an opportunity for children to practise and consolidate basic skills such as reading, spelling and multiplication tables.
- Encourages children to develop qualities of perseverance and self discipline through independent study.
- Helps in the development of study skills and exploiting resources for learning at home.
- Encourages parents to spend time with their children and have a direct involvement in their child's learning.

## **Recommendations**

- Homework must be manageable for every one, pupils, parents, teachers. There needs to be a regular pattern to homework, all homework will be set and collected in on Fridays.
- Homework should be appropriate for the different classes and age groups and take into account pupils with special educational needs.
- There will be no homework on holidays, half terms or when notified in the newsletter.
- Reward pupils who do homework.
- Be aware of conflicts with out of school interests and clubs, be flexible. Keep it in perspective.

## **Amount of Homework recommended in the D of E Guidelines.**

Years 1 & 2	1 hour/week	(reading, spelling, other literacy work and number work.)
Years 3 & 4	1.5 hours/week	(literacy and numeracy as for Years 1 and 2.)
Years 5 & 6	30 minutes/day	(regular weekly schedule with continued emphasis on literacy and numeracy but also ranging widely over the curriculum.)

The daily reading which the Government recommends for all children can, of course, be done as part of homework. When the homework activity is something other than reading children should be encouraged, in addition to read on their own or with others for at least 20 minutes (less for KS1)

## **School Council**

The School Council meets three or four times each term. It comprises of representatives from each year group throughout the school, who are elected by their peers. The purpose of the school council is to give everyone involved in the school, the opportunity to express their views and make suggestions to enhance all aspects of school activities. This links particularly closely with citizenship curriculum.

## **ICT**

We have at present twelve PCs networked to a server located in the central area of the school. In addition we have 15 ipads.

## **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, we provide supervised access to the Internet. We believe that the use of the internet and e-mail is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet use, and sign and return the consent form so that your child may use Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with the risk in school. Our Internet provider operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's

use of the Internet facilities. We regret that no discs should be brought into school from home PCs without teacher consent, as the risk from viruses and unwanted programs can cause extensive damage to our school network

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

### **Educational Visits**

As part of their learning the children regularly make educational visits connected with the work they are doing. Parents will be sent details of the visit and be asked to make a contribution towards the cost of the trip. A consent form needs to be signed by the parents agreeing to their child taking part in the trip. If sufficient parents do not contribute towards the cost the visit may have to be cancelled. The children also make visits on foot to non-hazardous venues in the immediate area of the school.

### **Three Valleys Learning Partnership**

Bratton Fleming is a member of the Three Valleys Learning Partnership, which is a Co-operative Trust. This is a group of 9 like-minded primary schools who have all opted to work closely together to raise standards and improve the life chances of ALL children within the Trust.

The 9 schools are: Holywell C of E, Bratton Fleming, Pilton Infants, Yeo Valley Primary, Bishops Tawton Primary, Sticklepath Primary, Ashleigh Primary, Our Lady's RC Primary and Forches Primary



## **PARENTS AND SCHOOL**

Families are welcome in our school. We believe that when there is effective communication between home and school and where there is mutual trust, children have the best chance to reach their individual potential.

Each term we have evening parent conferences when you are invited to discuss your child's progress with his/her teacher. Towards the end of the summer term you will receive a written summary of your child's progress over the past year. There will be opportunities for you to meet with the class teacher to discuss this. If at any other time you feel the need to discuss your child with the class teacher or headteacher please do not hesitate to make an appointment. It is usually easiest to speak to your child's teacher at the end of the day.

At the start of each term we will send out a curriculum statement informing parents what work their child will be undertaking during the term.

We are always glad to have any help at any time. Just let us know when you are able to spare some time and what you would feel happiest doing.

Every Friday we produce a newsletter giving you details of ongoing and forthcoming events in school. We also have a parent's notice board to help keep parents informed of school activities.

## **Parents and Teachers Association**

We have an enthusiastic association and aim to support our school in any way we can. We encourage all parents and prospective parents to participate fully in our fund raising and social activities.

To date we have funded the construction of a pond, the purchase of picnic benches and the development of the children's playground and surrounding area. We have also supplied games and equipment for the children and blinds for the ICT suite.

We look forward to welcoming you to our Association.

Melissa Sloman Chairperson



## **THE SCHOOL DAY**

The school day begins at 9.00am. The children should arrive in good time but not before 8.50am. It is very important that your child is at school by 9.00am settled and ready to start work.

### **School Hours**

<b>Morning Session 1</b>	<b>Break</b>	<b>Morning Session 3</b>	<b>Lunch</b>	<b>Assembly</b>	<b>Afternoon Session</b>
9.00 - 10.45	10.45 – 11.00	11.00 - 12.20 KS1	12.20 - 1.30 KS1	1.30-1.45	1.45 - 3.15
		11.00 - 12.30 KS2	12.30 - 1.30 KS2		

Pupils can bring in a healthy snack for break and KS1 pupils have fruit provided for later in the day. Pupils can have milk privately purchased through a milk scheme. Please call into the school office for more information.

There will be an annual list of holiday dates circulated in the newsletter at the beginning of the autumn term. This will be updated or amended in future newsletters as necessary. At the beginning of each term parents are sent a copy of the events for that term.

### **For the safety of your child**

At the end of the school day children in Class 1 and 2 are escorted to the school exit gate. Parents are very welcome to wait in the lower playground. Please be there to collect your children and if for some reason you arrange for another parent to do this please let us know. If

you are delayed please telephone us. The children will then stay in school until they are collected.

### **Clubs**

Children from all classes are able to join in a variety of after school clubs held between 3.15 and 4.15pm. The clubs they can choose from are typically art/craft, sports, gardening/board games and music. Parents will need to sign a permission slip.

### **Breakfast Club and After School Club**

Breakfast Club runs every morning in the school hall from 8.00am to 8.50am. The cost is £3.00 per session. Cereal, toast and a drink are available. There is no need to book in a session – please just come along.

After School Club runs from 3.15pm to 5.30pm every day. The cost is £7.00 per session. Toast and a drink are provided. A wide variety of activities are available every night. Bookings can be made on the day but please advise the school if your child is to attend.

### **Instrumental Music Tuition**

We offer private tuition in guitar, violin, viola and piano.



## **SPORTING AIMS OF BRATTON FLEMING COMMUNITY PRIMARY SCHOOL**

The purpose of sport at our school is to help all pupils to:-

- appreciate and enjoy moving and achieving in sport
- develop the appreciation of the concepts of fair play, honest competition and good sportsmanship.
- encourage tolerance and co-operation
- increase stamina, strength and hand, eye co-ordination
- develop confidence
- experience decision making opportunities
- learn to cope with success and failure
- develop relevant skills, knowledge and understanding for future vocations and leisure.
- Sport and recreation

### **Sports**

The school plays a variety of sports, usually in small sided or adapted versions. These include football, rugby, cricket, tennis and hockey.

The school has a hall equipped with wall bars, ropes and other gymnastics equipment. We have a large playing field with a recently constructed adventure playground, also a large flat playground with a rebound wall. This is marked out with three small courts and one netball court. These areas are sometimes used by local community groups e.g. pre-school and scout groups. In addition there are some after school sporting clubs available. Wherever possible the school will take part in school sporting festivals and tournaments, e.g. tag rugby, kwik cricket, football.

The school holds their own active sports day in the summer term.

### **Swimming**

At present swimming sessions are held for KS2 children at the Barnstaple Leisure Centre and gymnastics for all age groups at Tarka Gymnastics.



## **STARTING AND TRANSFERRING SCHOOL**

We believe that it is very important for all of us to work together to make your child's entry into school as smooth and happy as possible.

### **Bratton Fleming Pre-School C.I.C.**

Bratton Fleming Pre-School is situated within the grounds of the Primary School. They run as a Community Interest Company from a lovely purpose-built building, Fawn Lodge, where they provide a safe, stimulating and nurturing environment. Their qualified and experienced staff pride themselves on offering quality care and Early Years education and they have strong links with the Primary School.

#### **Session Times**

They are open 5 days a week, Monday - Friday, between 8am and 6pm all year round (except Bank Holidays), welcoming children aged 2.5 years - rising 5's.

They offer a Breakfast Club between 8am and 9am and Lunch Club between 12noon and 1pm. Before and After school care is available for children age 5 - 11 years including the Holiday periods where we plan a variety of fun activities.

#### **3 & 4 Year Old Funding**

Bratton Fleming Pre-School is registered with Ofsted (no. EY422560) to provide up to 15 hours of education per week up to a maximum of 38 weeks per year, as required by the Department of Education and Skills, in exchange for Government Education Funding. For further information on our setting, or for a copy of our Prospectus, please feel free to contact the Manager on 01598 710019 or 07745 071348.

We look forward to welcoming you and your child.

### **Bratton Fleming Baby & Toddler Group**

Bratton Fleming Baby and Toddler Group is for all children under 3 years of age.

They operate every Wednesday morning during term time from 9.30am to 11.30am, in the Village Hall. They also open during the holidays for under 5s on a Wednesday morning 9.30am-11.30am (please see posters/advertising for these dates). There is a large choice of stimulating toys for the babies and toddlers to play with and a chance for parents/carers to meet with others within the community.

Parents/carers must accompany and are responsible for their own children during baby and toddler sessions. Tea and coffee will be available for adults and we also provide healthy snacks and drinks at the children's snack time. For further information please contact our Group representative, Annie Jones 01598710019 or 07855878166.

### **Starting School**

Children start full time at school in September. The term before we will invite your child to school to spend a morning in the reception class, meeting the reception teacher and the team. There will be a meeting for parents at the same time to meet the headteacher and go through all the business of starting school. There will be an opportunity for you to talk about any queries or concerns you may have. After this first meeting, your child will then be invited to two more visits to the school, the second one staying all morning and for lunchtime and the third staying in school all day. If at any time you would like to discuss how your child is settling into school please let your child's teacher know.

### **Primary /Secondary transfer**

At the end of year 6, children transfer to secondary school. Most children from Bratton Fleming go on to Pilton Community College. At the beginning of the autumn term of year 6 the

school will send home a booklet entitled 'The Next Step' which explains the whole transfer process. N.B. parents of pupils who live outside the designated area of Bratton Fleming Community Primary School should be aware that a place at Pilton Community College cannot be guaranteed. 'The Next Step' booklet should be read very carefully. If further advice is needed, please contact the School Admissions Team on 01392 383829..

The school has close links with Pilton Community College. During the autumn term the headteacher and staff from the college visit the school and spend an evening talking to parents. The school also holds an open morning and parents are encouraged to visit. In the spring term the liaison teacher visits the school and talks to the children. The transferring of records also begins. In the summer term, the year head visits school to talk to the children then they spend a day at the school experiencing sample lessons. Curriculum information is passed on to the secondary school by us. The whole process is designed to make the transfer process as easy and problem free as possible.

The principal of Pilton Community College is Ms L Miller-Marshall. Please contact the college if you would like further information or to arrange a visit. The telephone number is 01271-374381, e-mail = [comed@piltoncollege.org.uk](mailto:comed@piltoncollege.org.uk)

**ADMISSION CRITERIA is available from the Next Step Booklet or  
[www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions)**

## **Behaviour**

In our school, we encourage children to take responsibility for their own behaviour and understand they have choices and that those choices have consequences.

We have high expectations of children at our school both in terms of their work and behaviour. Children are expected to speak and behave thoughtfully and sensitively. Children are also awarded stickers for good behaviour at lunchtime demonstrating good manners or working hard etc. Every child belongs to one of four houses and stickers and certificates are awarded to celebrate good behaviour and class work.

Code of Conduct – The School Aims and The Golden Rules

The code is used to set expectations both within the classroom and around the school.

Each class may have their own additions to the code, however the Golden rules are observed consistently in all classes throughout the school. The Red and Yellow card system and Golden time are also adopted consistently across the school. Everyone in school is expected to respect our Golden Rules, which are as follows:

Be Gentle      Do not hurt anyone  
Be kind and helpful      Do not hurt people's feelings  
Be honest      Do not cover up the truth  
Do work hard      Do not waste your or other people's time      Listen to people      Do not interrupt  
Do look after property      Do not waste or damage things

We have high expectations of children at all times. Children are encouraged to take responsibility for their own behaviour and understand they have choices and that those choices have consequences.

At the start of the week every child in school is eligible for Golden time, a playtime on Friday afternoon with special equipment and games. If a child breaks a golden rule during the course of the week they will receive a yellow card, if they receive two they will miss out on this time and a letter will be sent home explaining why. Children with two yellow cards have the opportunity to work hard and behave well to earn a yellow card back and thus have some Golden time.

If a child commits a more serious transgression they will receive a red card, this means the automatically loss of Golden time, without the opportunity to earn it back and letter is sent home.

The Aim of the Behaviour Policy

To produce an environment where children feel safe, secure and respected, enabling children to develop a sense of self worth and a respect and tolerance for others.

To focus attention on the promotion of good behaviour and on shared responsibility for dealing with instances of poor behaviour.

To promote a shared approach to dealing with discipline issues by all adults in school and enable children to develop self discipline by understanding and operating a code of behaviour. Misbehaviour is dealt with by the class teacher in the first instance. Cases of serious misbehaviour are dealt with by the headteacher and parents are informed and invited to the school to discuss the issue. A copy of our school discipline and behaviour policy is on the parents' information shelf. Please ask if you would like a copy.

Because we believe it is vital that we all have a consistent approach to discipline in order to create clear guidance for children we ask that all parents, read through, discuss with their children and sign, the Home/School Agreement.

**The following is advice given to all Devon County Schools.**

It is vital that parents and pupils are aware that certain codes of behaviour are required to be followed, particularly in specialist areas such as laboratories and workshops where more hazards are present.

Under the Health and Safety at Work Act, the County Council has responsibility to provide instruction, information, training and supervision for its staff, i.e. teacher, etc., and they in turn pass on their knowledge and expertise in the course of their teaching. However, if a pupil consistently flouts the procedures laid down and explained by staff, and another person is injured or suffers damage to property as a result of such behaviour, the pupil and not the LEA may be held personally liable in any future claim for compensation. I feel it is only fair to bring this to your attention since the staff are not always able to impress the need for safe working procedures and behaviour on all pupils.

## **SPECIAL NEEDS**

Sometimes for a variety of reasons children do not make progress at the rate or in the way that we expect. If this happens your child's teacher will discuss this with you and with Susan Denham, who is responsible for special needs.

We will then put into place stage 1 of the special needs code of practice. At stage one your child's teacher will monitor his/her progress even more closely. If this does not lead to improvement then at stage two an individual education plan will be drawn up. You will be asked to be involved in this and to provide help at home.

At stage three we will receive help from people who have particular expertise in working with children who are experiencing difficulties. We will then contact the special needs advisory team. The people who work in the special needs advisory team have particular expertise in working with children who are experiencing difficulties in learning and a member of the team will visit school to meet your child and to discuss the best way forward. It may be felt that your child would benefit from being given a statement of special educational needs which lists the help that your child needs. You will of course be involved in this and the reviews of progress which will take place.

Further information may be obtained from the Head teacher.

**Some children may show exceptional abilities** academically, creatively or in physical and sporting skills. Our aim is to discover and maximise the potential of each child who is felt to be able or talented. Again we would seek the expertise of advisory teachers if necessary in order to give the child the support needed.

The school has wheelchair lifts and ramps and is fully accessible to anyone in a wheelchair.

## **HEALTH AND MEDICAL INFORMATION**

### **THE PUBLIC HEALTH NURSING SERVICE (SCHOOL HEALTH)**

School nurses are registered nurses who are part of the public health nursing team and regularly visit the school. They are supported in this work by Community Health Workers who are also part of the Public Health Nursing Team.

They promote the health and wellbeing of children and families, both at home and in school, and can give specific support and health advice to young people and their families.

Usually they can offer direct advice and support. Sometimes they may refer to other people with specialist knowledge who can help.

They may also undertake classroom based health promotion work in areas such as healthy eating, puberty and hygiene.

Parents and carers are welcome to contact them if they have any health concerns about their son or daughter. Your school nurse can help provide health care plans for any child with medical needs or prescription only medicines required in school. Do not hesitate to contact your school nurse, at her base, if you would like any advice or information regarding your child's health and development. Your school nurse is Heather Collins, Integrated Children's Services, Springfield Court, Brannam Crescent, Roundswell, Barnstaple, Devon EX31 3UDE. Tel: 01271 384090

Information from the NHS Devon: Immunisation Team (based in Exeter)

In line with National Policy, BCG vaccination for TB has not routinely been given to children in schools since 2005. NHS Devon are now screening young people aged 5 – 18 years old who are at risk of developing or have ongoing risk of exposure to TB infection.

This includes any child aged 5-18 years old who has not been vaccinated against TB and has a parent or grandparent born in a country with a high incidence of TB, or were born, or lived for more than 3 months, in any country with a high incidence of TB.

Please contact The Immunisation Team on 01392 208469/208470 to arrange screening and vaccination.

Thank you for supporting this vital public health screening programme.

Yours faithfully,

The Immunisation Team

Franklyn House

Franklyn Drive

Exeter

EX2 9HS

### **Health Problems**

Please make sure that you let your child's teacher know if your child suffers from any health problems which may affect his/her learning, for example hearing problems.

### **Sickness**

If your child is absent from school please telephone us on the first day of his/her absence.

When he/she returns to school please send in a note explaining the reason for absence.

Occasionally your child may become unwell while at school and we may need to contact you quickly. It is therefore essential that we have your up to date emergency telephone numbers so that we can get in touch with you. If these numbers change please see the administrator.

Please make sure that after a period of illness your child is fit to return to school.

To safeguard the well being of children in our care, there are procedures for all schools in Devon for the administration of medicine.

There are two main sets of circumstances when the headteacher may be asked to arrange the administration of medicine prescribed by a doctor.

- 1) For children with chronic illness or long-term complaints, e.g. asthma or epilepsy, etc.
- 2) Children recovering from short term illnesses who are completing a course of medicine such as antibiotics.

If possible the parent will be asked to visit the school and administer the medicine prescribed. If it is necessary for prescribed medicines to be given by one of the school staff then this procedure should be followed.

The medicine should be brought to school by the parent and handed into the school office. It should be clearly labelled with the contents; owner's name and dosage (If possible please draw the correct dosage, of any liquid medicine into a syringe.) The parent should complete and sign a form giving permission for the medicine to be administered. Please obtain the form from the school administrator.

Please note that it is not possible for us to give medicines which have been obtained from a chemist or other source, without a doctor's prescription.

### **Headlice/Nits**

Please check your child's head regularly as occasionally children catch headlice. If your child does have headlice then all members of the family will need to be treated. We have leaflets in school giving further information. Please let us know if your child has headlice or nits so that we can ask other parents to be vigilant.

Under no circumstances can a child attend school with headlice which have not been treated.

- 1) We accept the headlice policy drawn up by Exeter and North Devon and Plymouth and Torbay health authorities and Devon Family Health Services authority.
- 2) We inform parents in weekly newsletter if there have been any cases of headlice reported to us.
- 3) We encourage parents to check their children regularly and to inform us if their child has contracted headlice.
- 4) We ensure that parents understand that children who have been infected cannot under any circumstances return to school until they have been treated.
- 5) We do not check children's heads ourselves, but do inform parents if we believe their child may have headlice and that if this is so, the child should be treated before returning to school.
- 6) We contact our school nurse, Heather Collins, if we believe that she may need to get in touch with a family who need help in dealing with headlice.

### **Asthma**

It is very important that we know if your child suffers from asthma. You will be asked to complete a form permitting your child to have the inhaler in school.

## **SCHOOL UNIFORM**

**All children are encouraged to wear school uniform.**

It consists of: -

- Royal blue sweatshirt or cardigan with embroidered logo
- Royal blue full zip fleece with embroidered logo
- White with or without logo polo t-shirt
- Black or grey skirt or trousers
- In the summer girls may wear blue and white uniform dresses and boys black or grey shorts
- Black school shoes (low heels).

Also available a Bratton Fleming school baseball cap.

An order form is enclosed in this pack for sweatshirts, fleeces, polo shirts and baseball cap.

### **P.E. Kit**

- Black shorts
- White t-shirt
- Joggers/track suit
- Trainers, for outdoor and winter use

In the hall the children work in bare feet.

P.E. kit should be stored in a P.E. drawstring bag.

**All items of clothing or footwear should be clearly labelled with your child's name.**

For reasons of safety children should **not** wear jewellery to school. However a wristwatch or a pair of stud earrings are permitted.

Please note that we cannot accept responsibility for the loss of any property.

# ORDER FORM FOR SCHOOL UNIFORM

Bratton Fleming Community Primary School  
Bratton Fleming  
Barnstaple EX31 4SB

## CHILDREN'S SWEATSHIRTS

### Sizes

3 – 4	Yrs	£7.50
5 – 6	Yrs	£8.00
7 – 8	Yrs	£8.00
9 – 11	Yrs	£8.00
12 – 13	Yrs	£8.50
14 – 15	Yrs	£9.00

Nº Garments.....Size.....

## CARDIGANS

### Sizes

3-4	Yrs	£12.00
5-6	Yrs	£12.00
7-8	Yrs	£12.00
9-11	Yrs	£12.00
12-13	Yrs	£12.00

Nº Garments.....Size.....

## POLAR FLEECE (Full Zip)

### SIZES

3-4	Yrs	£12.00
5-6	Yrs	£12.00
7-8	Yrs	£12.00
9-10	Yrs	£12.00

Small

Medium

Large

Nº Garments.....Size.....

## POLO SHIRTS

### Sizes

3-4	Yrs	£7.00
5-6	Yrs	£7.00
7-8	Yrs	£7.25
9-10	Yrs	£7.25
11-12	Yrs	£8.95

Nº Garments.....Size.....

## BASEBALL HATS

ONE Size £3.95

Nº.....

## BOOK BAGS

£2.50.....

£4.50.....

(replacement)

£

**TOTAL:**

**CHILD'S NAME:**

**CLASS:**

**SIGNATURE:**

## **ABSENCE FROM SCHOOL**



Please let us know on the morning of absence if your child will not be coming to school and then daily. On return to school please send in a note explaining the reason for his/her absence. We are obliged to keep records of children's absences and any absence which is not for health or specific family reasons will be classified as unauthorised.

### **Absence Data**

During the school year 2015/2016 the unauthorised absence rate was 0.0%. The authorised absence rate was 3.0 %. 136 pupils were registered at the school for part of the year or the whole year.

### **Holidays**

The law (Educational Act 1996) does not grant parents automatic rights to take their children out of school during term time- these have to be 'exceptional circumstances' and normally, days out and holidays are NOT seen to be exceptional. If you need to remove your child from school, please if possible, make an appointment to see the Executive Headteacher, who will then ask you to fill in for S2 Absence Request Form. (There is no 'holiday form' the S2 is the only form available.)

## **SNACKS AND MEALS**

### **SNACKS**

Children are permitted to bring a small suitable snack to eat at morning break time. We would encourage fruit, cheese and yoghurts – not crisps, sweets and sugar based drinks. Children are encouraged to drink water in class, with water bottles provided by the school.

### **WE ARE A NUT FREE SCHOOL.**

### **MEALS**

School meals, are cooked on the premises by Tracey Tapp. If your child has special dietary needs, Tracey will be happy to talk with you about them.

Dinner money should be paid in advance on Monday mornings. It is helpful if the correct money can be sent. If your child is taken ill and goes home before 11am, then the money for that day will be carried forward to the next week, however, if your child is ill after 11am this cannot be done. Free meals are provided for the children of parents on income support or income-based jobseekers' allowance. An application form BR35 is included in this pack. This should be completed and returned to school. Please apply if you are entitled to free school meals even if your child is having a packed lunch. Our free school meal percentage will directly affect our budget and performance table.

Packed lunches may be brought to school. In order to ensure your child's safety we ask that any drinks brought to accompany packed lunches are in plastic containers.



## **PARKING AND TRANSPORT**

### **Parking**

Parents are asked to park carefully so that the children are able to enter and leave the school safely.

Double parking is hazardous for those trying to cross the road and cause problems for through traffic, please try to avoid doing this.

Please ensure that your child is supervised after the teaching staff leave them at the school gate/lower playground.

### **Transport**

Children who qualify for school transport will be given, a bus pass issued by the Education Authority. At the beginning of the day the school bus will convey the children to the top of the school drive. At the end of the day the children will be supervised by a member of staff onto the school bus. If for any reason your child is not going to travel home on the bus, please send a note to your child's class teacher on that day or telephone us. Only authorised children, those with a bus or concessionary ticket may travel on a school bus at any time.

The following is a school transport statement provided by Devon County Council:-

Devon County Council has a policy on the provision of School Transport. It provides, for example, for free school transport where a pupil of compulsory school age lives beyond the statutory distance from the school designated by the Local Education Authority to serve the home address. The statutory distance is defined as two miles for children up to eight years of age and three miles for those eight and over. To qualify, the statutory distance is measured by using the shortest available route between the home and the school.

Transport will also be provided if requested to pupils registered at a school that is nearest to their home where this is not the designated school and if beyond the walking distance and suited to the age, ability and aptitude of the child.

There are exceptions to this policy. Some pupils may be given free transport for special reasons when they live within the statutory distance - for example, on medical grounds.

It is a parental responsibility to arrange for children to travel in safety between the home and picking-up and setting-down points. They are also responsible for their children while they are waiting for transport and when they leave the transport at the end of the day.

Where the authority is not obliged to provide transport it is a parental responsibility to make arrangements for and meet the costs of travel between home and school.

If problems occur on the bus please contact, LEA transport, 08451551019.

Where spare seats on the County Council's school transport vehicles or contractors' vehicles are available, these may be occupied by children not entitled to free school transport on the purchase of a concessionary ticket. Adequate warning will be given to parents should the concession need to be withdrawn.

If parents are unhappy about the way in which the policy has been applied, the transport team will be willing to discuss any concerns. An appeal procedure exists.

Further information is available from the Head of Educational Effectiveness. A full policy statement is available from the County Office.



## **HOLIDAY AND TERM DATES FOR 2016/2017**

<b>SEPTEMBER 1<sup>st</sup></b>	Non - Pupil day
<b>SEPTEMBER 2<sup>nd</sup></b>	Non - Pupil day
<b>SEPTEMBER 5<sup>th</sup></b>	Autumn Term Begins
<b>OCTOBER 21<sup>st</sup></b>	Non - Pupil day
<b>OCTOBER 24<sup>th</sup> – OCTOBER 28<sup>th</sup></b>	Half term
<b>DECEMBER 19<sup>th</sup> – JANUARY 2<sup>nd</sup></b>	Christmas holidays
<b>JANUARY 3<sup>rd</sup></b>	Non - Pupil day
<b>JANUARY 4<sup>th</sup></b>	Spring term begins
<b>FEBRUARY 13<sup>th</sup> – FEBRUARY 17<sup>th</sup></b>	Half term
<b>APRIL 3<sup>RD</sup> – APRIL 17<sup>th</sup></b>	Easter Holiday
<b>APRIL 18<sup>th</sup></b>	Summer term begins
<b>MAY 1<sup>st</sup></b>	May Day Bank Holiday
<b>MAY 29<sup>th</sup> – JUNE 2<sup>nd</sup></b>	Half term
<b>JULY 21<sup>st</sup></b>	Last day of summer term - children break up from school



## **INTERNET CHARTER**

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- On a network, I will use only my own login and password, which I will keep secret.
- I will not look at or delete other people's files.
- I will not bring floppy disks into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or 'phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

## Responsible Internet Use

**Please complete, sign and return to Heather Lake at school as soon as possible.**

(Where children are too young please would parents sign on their behalf)

Pupil ..... Class.....

### **Pupil's Agreement (for those children starting school in classes 2, 3 or 4)**

I have read and understood the school rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed ..... Date .....

### **Parent's Consent for Internet Access**

I have read and understood the school rules for Responsible Internet Use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages from use of the Internet facilities.

Signed ..... Date

.....

.....

(Please print name)