

Bank End Primary



Parents Booklet

We recognise that the education of your children is a shared venture; shared between you, the parents, and us, the staff of the school.

We each have our part to play.

**WE WELCOME YOUR SUPPORT, VALUE YOUR INVOLVEMENT AND ARE
PLEASED TO SEE YOU IN SCHOOL**

**BANK END PRIMARY SCHOOL, UNDERWOOD AVENUE, WORSBROUGH,
BARNSELY, S70 4AZ
01226 282549**

**ACTING HEADTEACHER: Mrs L. Hepworth
CHAIR OF GOVERNORS: Mrs J. Goldthorpe**

Number on Roll (Autumn Term 2005) - 171 + 43 Part -Time Nursery

Thank you for your interest in Bank End Primary School. We hope that the information in this booklet will answer many of your questions and help you to know more about the life and work of our school.

Bank End Primary school is a community primary school funded by Barnsley Local Education Authority. We have a commitment to inclusive education and strive to maintain a high quality teaching and learning environment for all children.

We place a high value on establishing close links between home and school so that we can work effectively together to achieve the best for each child.

Parents are encouraged to share in their child's progress at open evenings, through consultation with their child's class teacher, by viewing their child's work and through an annual written report.

Parents are always welcome in the school. There are many opportunities to share in special events across the year such as assemblies and concerts. We also try to keep you informed about school life through our regular newsletter.

The Buddies of Bank End School is just being re-established as a group to support the school both practically and financially. They will be organising social events for everyone to join in with.

Mission Statement

At Bank End Primary School we believe all children are entitled to develop to their fullest potential - academically, socially, emotionally, physically, morally, spiritually and aesthetically, enabling each child to grow in confidence and able to make a positive contribution in the wider community.

- We hold high expectations of ourselves and all of our children. We aim to teach to a high standard so that children can reach their full potential.
- We encourage all children to participate actively in the enjoyable, stimulating, and challenging learning opportunities presented for them.
- We hold continuing commitment to raising achievement across the curriculum to meet our annual targets for pupil performance within a calm, safe and purposeful atmosphere.

- We believe that giving children increasing levels of responsibility fosters not only independence but also pride of ownership. All our pupils are valued not only as individuals but as members of a team working towards the common goals of achievement, self-awareness, self-worth and citizenship.
- We promote the qualities of truth, self-control, respect and perseverance. We believe that trust, care and guidance are fundamental to a quality education.
- We encourage our children to adopt a healthy lifestyle and to be aware of their own safety and that of others around them when making decisions.
- We evaluate our own performance and provide challenge for all in an atmosphere of continual improvement. We strive to work in partnership with pupils, parents and the community to provide a school which is successful and valued by all.

What does our site offer?

Bank End is a thriving, happy primary school situated in Worsbrough in the South Yorkshire town of Barnsley.

We are situated in a residential area, on the edge of a, largely council owned, housing estate. The school backs onto a field which is for community use.

Our main school building was erected in 1966 and is typical of the era. We are making continual improvements to the building and a replacement project for our nursery building began in September 2005. This means that from January 2006 nursery will be relocated into the main school grounds and the old site will then be developed into additional playground area for the Key Stage 1 children. Recent improvements to the site include a new double mobile classroom at key stage 2 which has given us the space in school for our new computer suite facility and a library / music and resource room.

We aim to provide a barrier free environment for all who come to our school. The building is a single story building with ramped entrances. There are no stairs and steps within the building. A disabled toilet has recently been installed in school and we are now looking to improve the outside environment regarding disabled access.

The school hall is used for Breakfast Club, assemblies, physical education across the day as well as a dining hall at lunchtime.

How are the classes organised?

As a primary school, Bank End covers three different stages of education; Foundation Stage (nursery and reception class), Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 to 6).

Currently we have two cross year group classes but whenever possible we aim to organise classes so that we have one class for each year group.

Currently there are 8 classes in school, as of September 2005 pupil numbers are:

FS1	Nursery class	22 pupils (morning) 21pupils (afternoon)
FHC	Reception class	14pupils (increasing to 28 in January 2006)
1CS	Year 1	19 pupils (increasing to 24 in January 2006)
1VB	Year 2	25 pupils
2SB	Year 3	28 pupils
2DC	Year 4	28 pupils
2AK	Year 5 / 6	30 pupils
2GC	Year 6	27 pupils

Each class has a teacher who is responsible for the organisation, planning of work programmes and the monitoring and assessment of progress of the children in that class.

Teaching assistants support classes. We share our expertise and skills to give maximum benefit to the children in our school.

Each subject area is carefully planned, resourced and delivery and achievement is carefully monitored across the school. Targets are set for individual pupils as well as for small groups and classes and the whole school support this.

Who works at Bank End Primary School?

September 2005

Acting Head teacher	Mrs L. Hepworth
Acting Assistant Head teachers	Mrs C. Smyth Mr G. Child
Teaching Staff	Mrs M Reed (nursery) Mrs H Croud (reception / year 1) Mrs C Smyth (Year 1) Miss V Barr (Year 2) Ms S Blake (Year 3) Mr D Cooper (Year 4) Miss A Kilburn (Year 5 / 6) Mr G Child (Year 6)
Nursery Nurses	Mrs J Rose Mrs J Cutts
Learning Mentor / Attendance Officer	Mrs K Rhodes
Higher Level Teaching Assistant	Mrs T Hague
Teacher Assistants	Miss R Austin Mrs K Heeley Mrs Z Wood Mrs J Horne
Lunchtime Play worker	Mr N Goldthorpe
School Bursar	Mrs L Higgins
Secretary	Mrs S Berry
Site Supervisor	Mr D Goldthorpe

Who are the school governors?

School Governors are like a board of directors and make decisions about how the school is run. Governors have legal duties, powers and responsibilities. They can only act together, they cannot act individually.

Governors are appointed to help:	School Governors are appointed from:
<ul style="list-style-type: none">• Decide what is taught• Set standards of behaviour• Interview and select staff• Decide how the school budget is spent	<ul style="list-style-type: none">• Parents• School staff• Local Council representatives• Community representatives

Governing Body 2005-2006

Mrs J Goldthorpe	Chair of Governors
Mrs C Hawley	Community Governor
Mrs M Bull	Parent Governor
Mrs S Holmes	Parent Governor
Mrs J Healey	Parent Governor
Mrs S Berry	Parent Governor
Mrs Dalton	Parent Governor
Mrs L Higgins	Staff Governor
Mrs C Smyth	Teacher Governor
Cllr J Rae	LEA Governor
Mrs M Burkinshaw	Community Governor
Mrs M Guest	Community Governor

The agenda and reports are available before each meeting. The full Governing Body meets at least once a term.

When can my child start Nursery?

A child's name can be placed on the Nursery waiting list as soon as they are two years of age. Children enter nursery three times per year (September, January and April). They are admitted chronologically after their third birthday, as soon as a place is available.

Prior to your child starting Nursery, you will be invited to visit us and a home visit will be offered if you would like us to see your child in a familiar setting.

New children do not always start on the first day of the school term. Entry is staggered and sessions are made shorter initially to enable staff to spend time with your child and help them to feel secure and happy in the new environment.

How do I apply for my child to start full time education?

What time does the school day start and finish?

Nursery:

Morning session	9.00a.m. – 11.30a.m.
Afternoon session	12:45p.m. – 3.15p.m.

Key Stage 1 (Infants):

9.00a.m. – 12pm and in the afternoon 12:55pm – 3.15p.m.

Key Stage 2 (Juniors):

8.50a.m. – 12.00p.m. and in the afternoon 1.00p.m. – 3.20p.m.

Children who go home for lunch should not return until 12:50p.m. and must leave and enter by the main entrance.

What if my child is absent from school?

It is very important that all children attend school regularly but if your child is unwell he/she should not be sent to school.

You are expected to inform the school of an absence as soon as possible so that an authorised absence can be recorded.

If you have not contacted school then children returning to school after an absence should bring in a note explaining the absence. All it needs to include is the name of the child, their class, the dates they were absent and the reason. The school will often attempt to contact parents concerning a child's absence if a reason has not been given to the office.

A reason given orally by the child is **NOT** acceptable.

Authorised absences are acceptable reasons for absence and cover things like sickness, hospital appointments, dentist, religious holidays, attendance at court, clinic appointments, funerals etc.

Unauthorised absences are absences where no acceptable reason is given and includes things like shopping, going to the airport, a relative visiting, buying shoes, going for a haircut, parent unwell, trips out etc.

Under no circumstances may children go out of school by themselves during school hours. Parents who collect children to go to the doctor, dentist etc, must first see the secretary and the child will be collected from the classroom.

Both the school and the Education Welfare Officer monitor the attendance of each child. The Education Welfare visits the school each week and she contacts families where children are absent and the school has not been given a reason or where there is a pattern of absenteeism from school.

Term 2002/2003	No. of pupil sessions	No. of authorised absences	No. of unauthorised absences	% sessions missed due to authorised absence	% sessions missed due to unauthorised absence	Overall percentage attendance
Autumn 2004	23376	1434	135	6.4	0.5	93.1
Spring 2005	16136	1049	114	6.4	0.4	93.3
Summer 2005	23620	1395	132	5.9	0.8	93.3

What if my child is late for school?

It is very important that all children are in school on time. A child will be recorded as being late if they arrive in the classroom 10 minutes after the start of the session. If a child arrives after this time they must go to the school office first to order their dinner they will then be taken to class by the secretary. The Educational Welfare Officer will make home visits to follow up children who are regularly late.

It is equally as important that children should be picked up from school promptly. If for any reason you find that you are going to be late, please contact the school so that we know what is happening. It can be very distressing for the child if we do not know anything. All children who are picked up late will be brought round to the front entrance hall. Please also inform your child's class teacher if someone different is to pick up your child.

What happens if we have to go away in school time?

The law requires that once a child is on the school's register, they should be sent to school every day that it is open. There is no right to time off for holidays and we will only agree to a holiday of more than two weeks in exceptional circumstances.

In the case of holidays, the parents must speak to the class teacher or the head teacher giving as much notice as possible. A leave of absence form must be filled in and be signed by the Head teacher before the holiday takes place. Guide lines from the Local Education Authority state that holidays will not be approved in the first half term of a new academic year or between February and May Half Terms for Year 2 and Year 6 due to SATs, or if the pupils attendance rate falls below the national average. Pupils who take unapproved holidays will incur fixed penalty fines issued by the LEA.

Longer holidays (more than 10 school days) need to be discussed with the Head teacher.

How will my child be cared for at school?

Class teachers are responsible for the pastoral care of children in their particular class. However it is the responsibility of the whole school to ensure that children are happy and secure in school. If you are experiencing a period of family difficulty – such as bereavement, illness, conflict – which you think might affect your child, we would ask that you share that information confidentially with us. This will enable us to deal with their problems or difficulties.

Children learn most effectively when they feel safe, secure and happy. We hope that you feel that you can come and share your concerns with us – so that we can discuss ways that we can help your child.

Child Protection and Pupil Welfare

Our child protection programme supports each child's development in ways, which foster security, confidence and independence.

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils. If a member of staff has cause to be concerned that a pupil may be subject to ill treatment, neglect or any other form of abuse the school will follow child protection procedures and inform social services of its concern. This could involve a visit to the child's home by a social worker. We will, whenever possible, speak to you as parent / carer about our concerns before making a referral to social services.

What if my child needs medicine or has a medical condition?

Doctors occasionally advise that pupils should attend school while still receiving

medicine, either because they are suffering from some chronic illness or allergy (e.g. diabetes or asthma) or because they are recovering from short term illness and are undergoing a course of treatment needing medicine.

For legal reasons, we are not able to administer medicine to children – it is the parents' responsibility. Your child should either return home at lunchtime to receive their medication or you should come to school to administer the medicine or children can self administer with parental consent and a completed 'Self administration form'.

If pupils are identified as needing medical support they will be monitored and supported by a health care plan.

We have at least 1 pupil and 1 member of staff who have a serious nut allergy and for this reason no nuts or foods containing whole nuts are allowed in school

What happens if my child becomes ill during the day?

It is possible that your child might become ill or have an accident during the day. One of our first aiders will administer first aid. If you are on the telephone, the Head teacher, class teacher or school secretary will contact you and ask you to collect your child.

If hospital treatment is needed, this can only be done by parental consent. It is essential therefore that we have your telephone number of both your home, mobile and place of work, so that contact can be made in an emergency.

What happens at lunchtime?

Midday lunches are served on the premises from 12pm to approximately 12:30pm.

The charge for a school meal from September 2005 is £1.50.
Payment can be made weekly to the office preferably on a Monday.

Free school meals are supplied to the children where a family is receiving Income Support or Income Based Job Seekers Allowance. Application forms are available from the school office.

Lunches are prepared at the school. Every effort is made to ensure quality and consistency of service provided. So that we can offer healthy options to our children we have a range of choices including a hot dinner, a jacket potatoes with various fillings, grab-a-bag (sandwiches fruit and low fat crisps) and soup with a roll.

Packed lunch may be brought to school. It must be placed in a plastic container labelled with the child's name. You do not need to provide a drink as water is given to all children at lunchtime.

If a child is unable to eat a specific food, please see the Head teacher.

If you need to take your child to the dentist or to the doctor before the start of the school

day, please inform the school office so that we can make arrangements for dinner. If you do not let us know your child may not be able to have a dinner.

Lunchtime supervision has recently undergone many changes. At Bank End we now employ playground workers who are also teaching assistants in school as well and know the children very well. Their duty is to ensure the safety of the children, set up games and competitions and play with the children. Children who continually misbehave or cause disruption of any kind during the lunchtime period will not be allowed to stay for school lunch.

What can my child wear at school?

School uniform is worn by all children, including our nursery children from January 2006. It comprises of:

- Navy skirt, trousers or tracksuit bottoms (NOT jeans).
- Navy sweatshirt, cardigan or jumper
- White polo shirt.
- Sensible shoes or trainers (NOT large heels or platforms)

In the summer:

- Girls may choose to wear a blue/white checked dress.
- Navy shorts.

Physical Education:

- Navy shorts
- White T-shirt

We have an indoor shoe policy and pumps are required for indoor use. It is important that children do have indoor footwear as in the event of a fire alarm, practise or real, all children will evacuate the building without putting on outdoor shoes regardless of weather.

Jewellery such as rings, bracelets, necklaces etc. should not be worn to school, ear studs may be worn at your risk provided your child is able to remove them for PE. For safety reasons all jewellery must be removed for swimming, games and PE. For this reason please do not have your child's ears pierced in term time. Please only have ears pierced at the beginning of summer holidays so that ears are healed in time for return to school.

We ask that all items of clothing be clearly marked with your child's name as items are often misplaced and we understand the cost of replacing clothes frequently.

Lost property will be stored for one half term in the entrance porch please ask if you think we may have an item belonging to your child.

Bank End Primary School accept no responsibility for lost property.

What will my child study?

At Bank End Primary School we aim to deliver a broad and balanced curriculum through the delivery of the National Curriculum and Religious Education.

The primary curriculum will include the core areas of learning and experience which are essential to the child's development and which are defined within the National Curriculum. These are:

- Language and literacy
- Mathematics
- Science
- Information and Communications Technology
- Religious Education

He/she will also study the following foundation subjects:

- History
- Geography
- Art
- Music
- Physical Education
- Design Technology

We also deliver Personal Social and Health Education. This includes sex education appropriate to the ages of the children.

Broad areas of learning that take place across the school are:

- The development of communication skills through literacy, that is, speaking, listening, writing, reading and information handling.
- The development of mathematical skills through numeracy, that is, number, shape and space, measures, investigation and data handling.
- The development of environmental enquiry through history, geography and science.
- The development of physical skills through gymnastics, games and swimming.
- The development of aesthetic and creative arts through music, art, design, dance and drama .

- The development of attitudes and values through citizenship, religious education and personal, social and health education issues.
- The development of skills and attitudes which will help pupils achieve economic well being in the future.

Will my child go on any educational visits?

We aim to offer a range of extra curricular experiences across the school such as football, visits to museums and visits from theatre groups.

Educational visits are often arranged to enrich the studies that are taking place in the classroom. Each visit is carefully planned and organised to provide a valuable learning experience. We also try to offer at least every other year a short residential trip for our older children.

The Governing Body has adopted the LEA's charging policy for school visits. Payments for such activities is at the discretion of parents, but if an inadequate number of parental contributions is received then the visit cannot take place, and the children will lose an exciting educational experience. We hope that you will be able to support the efforts of staff in providing real and stimulating experiences for your children.

The school reserves the right to exclude any child from a visit if his/her behaviour is not supportive of health and safety issues.

What are the arrangements for Religious Education and Collective Acts of Worship?

We regard Religious Education as an essential part of every pupil's education entitlement, which extends his or her understanding of the world in which we live.

Children learn about a variety of religions and the attitudes and values of different communities and faiths. They are encouraged to explore their feelings, attitudes and values as individuals and as members of the local community and the wider world.

We follow the Barnsley syllabus for Religious Education.

An act of collective worship will take place every day. It will not offend any faith groups but will encourage values shared or held in common by Christians and others. It will bring the children together and share things of worth to the school as a community.

The act of collective worship will focus on the sharing of common experiences in which all children can take part. These experiences will reflect the traditions of Christian belief. They will represent human values to which all faith communities may take part.

The act of collective worship will promote dialogue, tolerance, and respect for the rights of others to hold beliefs different from ones own.

If you feel that your child needs to be excused from attendance at collective worship or

religious education please discuss your concerns with the head teacher.

Will my child receive information and teaching about sex education?

At Bank End Primary School your child will participate in an on going health education programme. This programme will give the children opportunities to explore issues such as growth, relationships, personal safety and the need for hygiene and respect firstly for themselves and secondly for others. As a parent you are the key figure in helping your child to cope with the physical and emotional aspects of growing up. As a school we play a supportive role of providing a caring environment where the emphasis is placed on the development and acquisition of skills.

In year 6 the children will learn about the physical changes to their bodies before the onset of puberty and you will usually be contacted by your child's class teacher if an external agency, such as the school nurse, is planning to talk to pupils on any sex education issues that lie outside the National Curriculum Science

How will my child's progress be monitored and reported

On admission to the nursery, assessments will take place in order to assess children's levels of development. These assessments can be discussed with the parents. The assessment we currently use is called ASPECTs. This is carried out again at the end of nursery and used as the baseline for entry to reception class.

Throughout nursery and reception class children are assessed against Early Learning Goals and Stepping Stones which form the basis of the Foundation Stage Profile which is completed by the end of Reception class. It outlines your child's development at the end of the Foundation Stage in the areas of literacy, mathematics, knowledge and understanding of the world, physical and creative development and personal, social and emotional development. . You will have the opportunity to discuss this assessment with the teacher. The teacher will plan for your child's learning using these assessments.

The teacher carries out teacher Assessments at all stages of your child's education. These assessments are used to support each teachers planning and the learning of your child. They will be discussed with you at open evenings in the Autumn Term and the Summer Term. Teachers set targets for your child on a termly basis which are displayed in the classroom and entered into your child's reading record (Foundation and KS1) or homework books (KS2) so that you can work with your child in these areas.

At the age of 7 (the end of key stage 1) and at the age of 11 (the end of key stage 2) the children will take part in the national tests and tasks.

Our most recent results are:

End of key stage 1 SAT's – 2005

The percentages show the number of pupils in the school achieving each level.

	A/D	W	1	2	3	4
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<u>ENGLISH</u> Speaking and Listening	0	3	26%	58%	13%	0%
Reading T.A	0%	23%	16%	48%	13%	0%
Writing T.A	0%	26%	13%	61%	0%	0%
<u>MATHEMATICS</u> <u>Overall Subject Level</u> T.A	0%	6%	23%	58%	13%	0%
<u>Science</u> <u>Overall Subject Level</u> T.A	0%	3%	29%	58%	10%	0%

End of key stage 2 SAT's – 2005

The percentages show the number of pupils in the school achieving each level.

	A/D	W	1	2	3	4	5
<u>ENGLISH</u> Speaking and Listening	4%	0	0%	13%	13%	67%	4%
Reading Tests/Tasks	4%	0%	0%	21%	4%	46%	25%
Writing Tests/Task	4%	0%	0%	0%	38%	58%	0%
<u>ENGLISH</u> <u>Overall Subject Level</u>	4%	0%	0%	13%	13%	67%	4%
<u>MATHEMATICS</u> <u>Overall Subject Level</u> Tests/Tasks	4%	0%	0%	8%	13%	46%	29%
<u>Science</u> <u>Overall Subject Level</u>	4%	0%	0%	8%	0%	42%	46%

Written reports are sent home in the Summer Term of each year. Parents evenings are held in the Autumn and the Summer Terms.

What is the school policy for promoting equal opportunities?

We are committed to achieving equal opportunity through our education provision. The whole curriculum is available to everyone irrespective of race, sex, disability, age and class. We aim to ensure the highest level of pupil achievement for both pupils and staff.

Our policy on equal opportunities is concerned with enabling all children to achieve their fullest potential, develop all their talents and ensure all their contributions are equally valued.

Behaviour, which is deemed racist, is unacceptable in the school.

How do you provide for children with special educational needs?

The school has a policy on Special Educational Needs and a member of staff (Mrs Smyth) is responsible for overseeing its provision and offering advice to colleagues. Each child in school is assessed continually as to their progress in all aspects of their development.

All class teachers have the responsibility for identifying a child's special educational needs at the earliest opportunity. Once a child's needs are identified, the SENCO (Mrs Smyth) is informed and the child's name is registered on the schools SEN register. A meeting is then held with parents to inform them of the concerns.

Initial registration is at School Action. An Individual Education Plan is made with individual targets for the child. Progress is closely monitored and reviewed. If progress is good, a child may be returned to every day classroom planning. If progress is satisfactory, the child will continue to be monitored at 'School Action' and new targets set for further progress through IEP provision.

Should progress be limited or a child regresses, a child will be either moved/entered on the register at School Action Plus. At this stage the advice of other professionals, (including the Educational Psychologist) if not previously consulted will be sought. An IEP will be made/modified and monitored closely.

If the child continues to face difficulties, the school will send all records to the Local Education Authority for formal assessment. After considering the evidence the Local Education Authority will decide whether or not to proceed and whether or not to issue a statement of Special Educational Needs.

The LEA will inform the parents and the school of their decision at a relevant time.

What is your behaviour and anti-bullying policy?

Bullying will not be tolerated.

Bullying includes any manipulative behaviour that affects another child's emotions, hurting people deliberately and consistently, making other children do things they do not want to do, making children give things e.g. sweets, emotional blackmail, damaging other peoples property and being very critical of other people.

We have a clear school policy on dealing with bullying. We investigate the incident, discuss the findings with the parents of both the bully and the bullied, applying appropriate sanctions and investigating the cause of the bullying.

Good behaviour and discipline are a vital part of school life as it sets the atmosphere of the school, providing a safe learning and teaching environment. We have three simple rules for all our children to follow. These are:

- **Best Work**
- **Best Manners**
- **Best Behaviour**

Class teachers have a duty to each child in their care. In practice this means that a teacher tries to behave towards your child as a 'good' parent would. Problems and difficulties do arise from time to time during a child's time at school and every effort is made to give help and advice where it is needed.

We make every effort in school to develop self-discipline in children by giving them an increasing degree of responsibility for their work and by positively rewarding good work, good manners, good attendance and good standards of behaviour. Wherever possible parents are informed about the positive signs their children are showing.

In order to achieve mutual care and respect we make it plain that good manners are desirable and insist on the use of 'please' and 'thank you'. Parents can help us immensely by continuing to demand this outside school. There are occasions when pupils' behaviour falls short of what we and parents feel to be acceptable standards. In such circumstances disciplinary sanction is that of a verbal reprimand by the teacher responsible for the child at that time. More serious breaches of discipline may call for the child to see a senior member of staff and this may result in loss of privileges such as missing a break time. At times it may be necessary to write to parents and inform them of a particular incident or pattern of behaviour in order that we may work together to bring about an appropriate improvement. This system of Termly Review has proved to be of immense value in providing early-intervention programmes.

We ask that your child sign and follow our home/school agreement (copy included at the end) as an expression of the home/school commitment to success.

What links are there between home and school?

The most valuable resource that you can give your child is time. Spending time talking, playing, reading or writing with your child shows them the importance that you place on

these activities and reinforces the efforts of the school. During their time at this school your child will not always have set homework but here are some points that will help your child continue at home the developmental gains that they make at school:

1. Talk with your child about what they're doing at school.
2. Read books, signs, labels and posters with them.
3. Encourage them to find out about things.
4. Give them opportunities to write, draw and paint.
5. Show an interest in their activities – listen and help where you can.
6. Respect that they've had a busy day at school! They may sometimes want to relax when they come home!

Will my child be able to attend any before or after school activities?

At Bank End Primary we try to offer a variety of out of hours learning opportunities for children of all ages and for parents too. The focus, time and availability of these activities changes on a termly basis to cover a variety of interests and groups.

From September 2005 to Christmas we have on offer:

- Monday** 3:30pm to 4:30pm – Tennis (15 places mainly Years 5 and 6)
- Tuesday** 3:15pm to 4pm – 'Freddie Fit' exercise class (Open to all KS1 pupils who must be collected by an adult afterwards)
3:30pm to 5pm – crafts (20 places mainly Years KS2)
- Wednesday** 3:30pm to 4:30pm – ICT for children and their parents/carers (KS2)
- Thursday** 3:30pm to 5pm – ICT (Mainly Years 3 and 4)

If you wish your child to attend any of these activities you must fill in a request form indicating your child's name, the activity they wish to be considered for and whether they will be collected by an adult afterwards.

We also provide a breakfast club for 5 to 9 year olds. This is available Monday to Friday 8:00am to 9:50am. Breakfast consisting of cereals, fruit and fruit juice is offered and a fitness session is included.

Sometimes school has to make a charge for these extra activities to cover the cost of materials. However whenever funding is available it will be used to subsidise or waver the costs. Currently the after school clubs are free of charge as they are being funded by 'Big Lottery'. There is a charge of £1 per day for breakfast club, school still subsidises this activity but until funding can be found we have to make a minimal charge for this.

What if I have a complaint?

If you have any worries, concerns or complaints please make an appointment to see the Head teacher. Things can usually be settled quickly and amicably in this way. If

however, you are still unhappy you may complain in writing to the Governing Body and or the Local Education Authority. Please ask at the school office for contact numbers and forms.

We value your views and opinions greatly and would appreciate you making your opinions known through various channels including:

- Completing questionnaires which will be handed out from time to time
- Joining the Bank End Buddies Group who meet socially to discuss school issues and help support school in a variety of ways
- Talk to your child's class teacher
- Come round to the school office if the Head Teacher is available she will make the time to see you or arrange a mutually convenient time for you to meet.

What else do I need to know about the school?

- **Money** -The children are not encouraged to bring money to school. The teacher is not responsible for any money that gets lost during the day.
- **Toys and sweets** - If the children bring toys and sweets to school it causes problems, and we ask your help in keeping them out of school
- **Fruit and water** - The children are frequently given the opportunity to have a drink of water, a drink of milk is also available once a day. A piece of fruit is given to the Key Stage 1 children each day and we are hoping to extend this to Key stage two children soon as part of our drive towards healthy choices.
- **Hair hygiene** -Despite much effort by many parents to eradicate them, the problem of the common head louse still emerges frequently. If you find them or suspect they are in your child's hair, don't worry and carry out the following procedure:

Smother the hair in conditioner. Go through the hair very carefully with special comb. Follow this procedure regularly for 2 weeks.

Please check your child's hair every week using conditioner and a comb

- **Parking** - If you are picking your child up in a car, **PLEASE DO NOT BLOCK THE SCHOOL GATES AS THIS IS ACCESS FOR EMERGENCY SERVICES.** Please also leave access to neighbouring houses' drives and gateways clear.

The staff and I attempt to stretch the children to the best of their ability. We value honesty and encourage good manners and courteous behaviour at all times.

We hope that the time spent at Grange will furnish them with happy memories and we endeavour to offer them the best possible teaching and to emphasise that good effort and high standards are expected from everyone in school. We aim to have a happy atmosphere in and around the school, so that 'our' children can learn to live, work and play well together.

We hope you will help us by giving us your full support, co-operation and confidence.

The information supplied in this prospectus was correct at the time of its production.

Changes in staff and other factors may of course, alter the arrangements in the school during the year.