

BEREWOOD PRIMARY SCHOOL



New Pupil's Handbook

We have written this booklet to give you information which we hope will help and support you and your child at this exciting time



Dear Parents and Carers

Welcome to Berewood Primary School; our academy school which opened in September 2014. My name is Megan Carter and I am Berewood's headteacher.

We are proud to be a member of the University of Chichester Academy Trust and I am delighted to be its Headteacher as the Berewood community grows with us and around us. I am delighted to be working with our highly skilled staff and a dedicated Governing Body to secure the best possible education for our children.

Berewood Primary School has been built to support the new Major Development Area to the West of Waterlooville and it serves the children of Berewood whilst working within the broader locality group of schools in Waterlooville. We provide an education for children from the age of 4 to 11 and are managing a growing number of children on roll, rising from 90 in the first year to over 420 pupils now. We are proud of all of our children and recognise the hard work and determination they show in their everyday learning and achievement, and their role in helping us to create our vibrant, happy and successful primary school.

The ethos of our school is one of participation and taking personal responsibility. We expect all involved with the school to show respect and care for others, and we build up a sense of community and personal commitment to achieving our best. At Berewood every child matters and every day is a day for learning and making progress.

The school is a stunning building with bright classrooms, additional learning spaces, the latest technology, and a library at its heart, all of which help us to provide many opportunities for enrichment. Our beautiful and carefully landscaped grounds mean that learning can take place both inside and outside, helping us to make lessons active and engaging, and to enhance our creative and exciting curriculum. We are all fortunate indeed to enjoy such a wonderful, purpose built, modern working environment.

At Berewood Primary School we work together in partnership with the University of Chichester Academy Trust, our local community and our parents to secure the good progress of all our children.

With very best wishes

Mrs Megan Carter

Headteacher

Forms

Please make sure you've sent back all necessary forms prior to your child's start date.

Check List

- Registration Form
- Pupil Health Information Form (yellow)
- Tapestry Form (Yr R)

The Schools Day

School officially starts at 8.45 a.m. (doors open at 8.40 a.m.)

If your child is going to be late due to a dentist or doctor's appointment, please inform the school office and provide evidence of the appointment. If you are running late for any reason please make sure you call the school office and let them know.



Play times



Games and equipment are available to all children at playtimes, and the climbing frames (known in school as trim trail), for Year1 – 6, are used on a rota basis. Please note that the school is not responsible for supervising the playground before and after the school day when they remain your responsibility. Children go straight into classrooms from 8.40am.

Snacks

Children have the opportunity to drink as much water as they wish. Please bring a clearly labelled water bottle which will be sent home each day for washing and refilling with water.

Children in Year R, 1 and 2 are provided with a piece of fruit (sometimes a carrot) each day at morning playtime. Children in Year 3, 4, 5 and 6 are welcome to bring in a snack.



Snacks should be a healthy, savoury choice. We are aware that some children eat breakfast very early and going all the way to lunchtime without anything can be too much. Please don't send any sweets or chocolate but we will accept crisps, crackers, cereal bars. Remember we are a nut free school.

Lunch times

During lunch time your child will be supervised by school staff. They will eat their lunch in the hall and will sit together as a class.

We encourage healthy eating. Hot lunches are available at the school and the menu can be found on the school's website. School dinners cost £3.00 and they can be paid via your child's Scopay account. All children in reception and year 1 and 2 are entitled to a free school dinner on a daily basis that is funded by the Government. Packed lunches may also be brought in from home. **We are a nut free school, so please ensure your child does not bring nuts in, including in spreads, as part of their lunch (for the safety of others who may be allergic).** If your child has any food allergies please make sure you register it with our school meal provider HC3S www.specialdietapplication.hants.gov.uk so they can provide your child a special menu.

Please ensure all lunch boxes are clearly named and do not use glass containers or send cans and fizzy drinks. Children can take their drinking bottles to the hall for their lunch, but you may wish to provide an additional drink such as a carton of juice as an alternative.

The end of the day

School ends at 3.15pm (3.10pm for Year R). Parents must inform the school as to which adults have your consent to collect your child. This information is recorded on the Registration Form. Should you make any changes or additions to your arrangements you must inform the School Office. Please note, no child will be allowed to leave the school with an adult who is not named on the form, unless you have contacted the office first.

Last minute changes to home time arrangements

We understand of course that there are times when for reasons beyond your control, you may need to make last minute changes to home time arrangements. With this factor in mind, please can we ask that all changes made after drop off in the morning, are communicated to the school office no later than 3:00 p.m. In this way we can then get the message to the classroom in good time for the end of the day.

Permission for older pupils to leave the school site unaccompanied

- Children from Year R to Year 3 inclusive need to be dropped off and picked up in person.
- Year 4: If parents and carers wish, following a safety chat with their children, pupils can walk to meet you at an agreed place, **but we still prefer them to be dropped off and collected.** The class teacher must be informed if you wish your child to leave the classroom unaccompanied.
- Years 5 and 6: In preparation for secondary school we feel it's appropriate for the vast majority of our pupils in Y5 and Y6 to leave the school site unaccompanied or to meet you at an agreed place if parents/carers wish them to do so. Please speak to your child's teacher if this is NOT what you want for your child and we will hold them at the classroom door to be picked up.

Importantly, we reserve the right to change arrangements for children's journey to and from school if their behaviour and conduct is bringing the school's name into disrepute.

In addition, please note that the permission has changed from 'walk home' to '*leave the school site unaccompanied*' to allow children to walk some or all of the way home and for those of you with interim arrangements (like meeting by the bike racks or the green opposite school and so on) to be able to make those plans as appropriate.

Please do have a safety plan in place if you're not there and discuss this with your child. There is not always a member of school staff outside on duty at pick up, so our message to children is always to come back to the classroom or the school office if they can't find their grown-up.



Please also talk to them about crossing roads safely. Though there are traffic calming measures in place, the crossing by the field gate on Kentidge Way remains a challenge and does need pupils to stop and check and take extra care when crossing. If there are any queries related to this, then please do get in touch.

Breakfast and After School Clubs

We are very fortunate to be able to provide both onsite breakfast club and after school club. These provisions are run by outside agencies and places need to be booked directly through them.

Breakfast Club: Active8 Minds 01243 696580

After school Club: Growing Places 02392 258557/ 02392 255411



After School Activities

We have a variety of after school clubs throughout the week. Please see table below. If you would like your child to attend any of these clubs, please contact the provider of the club. Some of these clubs are age restricted and may not be available for all children. Generally, no afterschool clubs are available for children in the first term of Year R.

Day	Activity	Run by:	Contact details
Monday	Karate	Sama Karate	07738 914291
Monday	Dodgeball/benchball	JC Sports	0800 9949164 admin@jc-sportsonline.com
Tuesday	Coding Club	Code Camp	my.codecamp.co.uk/course/588
Tuesday	Netball	JC Sports	0800 9949164 admin@jc-sportsonline.com
Wednesday	Football	JC Sports	0800 9949164 admin@jc-sportsonline.com
Thursday	Spanish	Mariposa Languages	07915 316345
Thursday	Gymnastics	JC Sports	0800 9949164 admin@jc-sportsonline.com
Friday	Musical Theatre	Performers Theatre Company	performerstheatrecompany.com/after-school

The afterschool activities can change, please contact the office for the up to date information



What your child needs to bring and wear

At Berewood Primary School we want children to wear their uniform with pride, and to enjoy being smart and ready for learning.

Please could you remember to label all clothes and equipment which are brought to school with your child's name, so we can return them to you should they be misplaced.

We would be grateful if your child could bring a coat to school on all but the hottest of days. We encourage children to put on and fasten their own coat. To help your child please do not buy coats/macs that go over their heads or coats with separate fleece linings.

This is a list of other things which your child will need:

- A Berewood Primary School book bag
- A change of shoes if Wellington boots are worn to school
- A pair of black or purple shorts and a white t-shirt for PE
- A water bottle
- A sun hat, when appropriate. Children should come to school wearing sun cream in the summer term and other times when hot weather is expected (please note that school staff may not put sun cream onto your child).

There is no space for rucksacks, so we ask that our children do not bring them. Thank you.

School Uniform

Acceptable uniform (all pupils)

Grey skirts, shorts or grey trousers together with a white shirt/polo shirt and purple sweatshirt or cardigan (with or without school logo). In summer purple and white dresses are suitable to be worn by pupils as well.

Footwear (all pupils)

Shoes should be black and be safe for use around school.

PE kit (all pupils)

PE kit consists of black or purple sports shorts (not hot pants) and school T-shirt or plain white or purple T-shirt. Children will also need soft plimsolls and the older children (Years 3-6) will need a pair of outdoor trainers. In the colder months' children will need a pair of plain jogging bottoms and a plain hoodie or sweatshirt for their outdoor PE lessons. On PE days, children will wear their PE kit to school instead of their school uniform.

Our uniform is stocked by Hampshire Uniforms and by Skoolkit Ltd. You can visit their www.hampshireuniforms.co.uk or www.skoolkit.co.uk

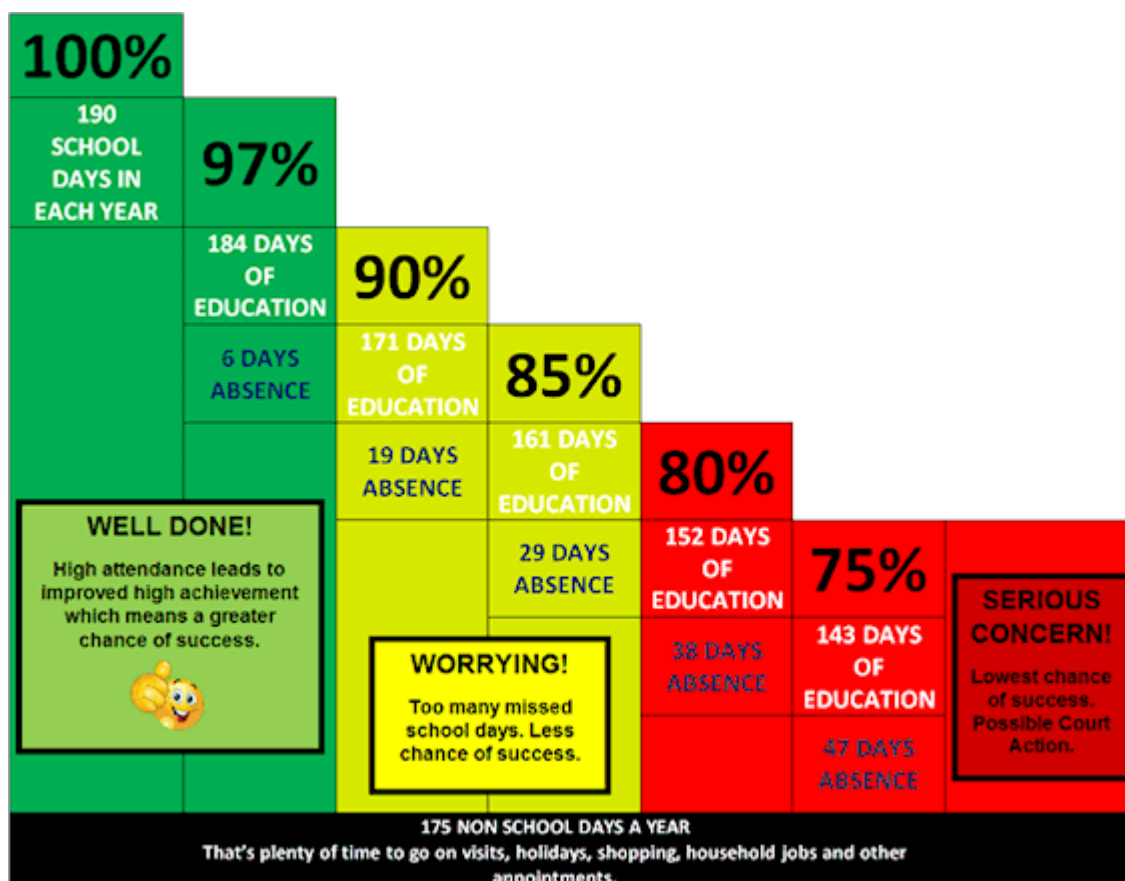
Please remember that many items such as shorts, trousers, dresses and polo shirts and blouses can be bought locally for a reasonable cost.

Absences in term time

Schools are required to keep accurate attendance registers with every absence noted and accounted for, whether they are authorised or unauthorised. Holiday absences are always unauthorised. If you need to make a request for absence on other grounds, such as religious observance or exceptional circumstances, Mrs Carter is always happy to discuss such events with you. The Hampshire County Council 'Request for Authorised Absence due to exceptional Circumstances form' must be completed and handed into the school office, to request the absence in advance, please don't just inform us of your plans. Good attendance is an essential part of your child's learning and progress from the very start.

In line with Hampshire County Council Policy, Fixed Penalty Notices are given for more than 10 unauthorised sessions (5 school days) within a 100 day period. Please see the school policy or ask our colleagues at the office for more information.

If your child is unwell, it is your responsibility to please inform the office and kindly note that they will contact you if they have not heard about your child during the morning by 9.00 a.m. If your child has a medical appointment, then that will be authorised. Evidence of this appointment must be shown to the School office for such an absence, late arrival or early pick up. This will ensure that all is recorded correctly. Please try whenever possible to schedule medical appointments outside of school times.



Medical concerns

Your child's health is important to us so please ensure that we're fully aware of any medical conditions. Our Office team oversee all medication in the school and we are always happy to help. **Please note that we can only administer medication if it has been prescribed by a doctor.** If this presents a problem, please discuss this with Mrs Carter. If your child is unwell at school, we will contact you. If you are concerned that your child may not make it through the school day, please share this with a member of school staff, without letting your child hear you telling us! If your child has a condition such as conjunctivitis or has been sick, the office will be happy to advise you on the appropriate time for your child to return to school in line with advice from Public Health England. If your child is absent from school, please telephone the school office before **9.00 a.m.**

A yellow pupil health form is contained within your registration pack. If your child does have a medical condition that we need to be aware of it is imperative that you provide as much detail and supporting evidence as possible, to enable us to complete a health care plan for your child. If your child has a diagnosis of asthma we require an inhaler and spacer device to be kept in school, if your child has an allergy which requires an epi pen, please ensure you have ordered an extra pen to be kept in school.

First aid

The school is responsible for providing staff fully trained in first aid and this includes paediatric first aid for our youngest children. Any child who is hurt will be comforted and treated by one of our first aid trained staff members. We'll send a note home with your child, if they've bumped their head or by phone if their injury is more serious.



Risk assessment

If your child has sustained an injury such as a fracture or sprain, a risk assessment will need to be completed with a member of the Admin or Senior Leadership Team before your child can return to school. Please call the school office to arrange this.

Behaviour and Discipline

We have three school rules at Berewood Primary School that all behaviour, positive and negative, is linked to and built upon.

The Berewood Bond

We are KIND and HELPFUL
We are RESPECTFUL and SAFE
We are RESILIENT and HARDWORKING

Most young children want to please and are willing to be guided by adults with whom they have caring relationships.

To support the children, we establish simple rules and routines.

- We have clear limits that are fair and age appropriate.
- We describe exactly what we want the children to do and give reasons.
- We praise the behaviour we want.
- We listen to your children's views and negotiate solutions to problems.
- We listen to the children and give them time to explain their side.
- We only show disapproval of the behaviour not the child.

Children who do not respond to requests to play with other children appropriately or treat equipment correctly will be removed from that activity. There may be times when a child's behaviour will be discussed with you as a parent so that you can support us by talking through an incident at home. Children who deliberately hurt another child e.g. bite, or do not respond to the class teacher, will be spoken to by a member of the Senior Leadership Team. An incident of this nature will always be reported to the parent.

Our Positive Behaviour Policy and Anti-Bullying Policy are available on the school website.

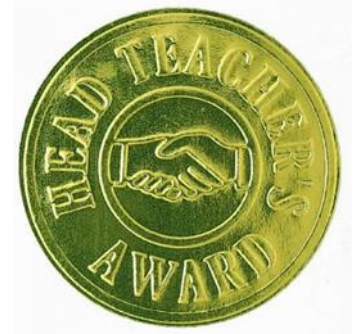


Rewards

Children are rewarded in the school community when they are following 'The Berewood Bonds'. This may result in their name being 'moved up' the behaviour chart, rewarded with a house point and/or given a sticker.

Children may be sent to see the head or deputy headteacher for extra praise and a "headteacher's sticker". Children often take work they are proud of to show staff in the office who also give them lots of smiles and praise!

On a Friday there is a Celebration Assembly. Children who have done something amazing will be presented with a certificate. These are focussed on The Berewood Bonds and their learning.



Soon after arriving at school, all children will be placed into one of the four Houses: **Eagles**, **Falcons**, **Hawks** and **Owls**. They can earn points for their House across the year and when they have collected enough individual house points, they will be awarded with a Bronze, Silver and then Gold House Point Certificate in Celebration Assembly. We also plan events and activities throughout the year so that they can meet with their House teams and enjoy being part of a House with children across the school. Children with siblings in school are allocated to the same House.

We also celebrate daily achievements in reception and the 'Star of the day' will be given a certificate to show to parents. To develop fluent readers and a love of reading we also celebrate every time a child reads at least 4 times across a week as part of our Home Reading Challenge.



The Governing Body at Berewood Primary School

The school has a Local Governing Body which includes parent governors. Our Chair of Governors is Mrs Charlotte Corp. More information can be found on the school website. If you are interested in becoming a governor, then please speak with Mrs Carter in the first instance.

The Parent Teacher Association

The school has a busy PTA (Parent Teacher Association) which was established in the first term of opening. They have a committee which meets regularly, and all parents and carers are members of the PTA and can attend any meetings. If you are interested in supporting this work in our school, please speak to the school office or ask to speak to a member of the Committee. They can be contacted by their email berewoodpta965@gmail.com or through their Facebook page.

The University of Chichester Academy Trust

Berewood Primary School is proud to be a member of the University of Chichester Academy Trust, which supports a growing number of schools in West Sussex and Hampshire. We share the Trust's aims and vision and value all it adds to the development and success of our school.

Helping at Berewood Primary School

If you are interested in helping at the school, please let your class teacher or the office staff know. Parent helpers do not usually assist in their own child's class, but we are always grateful for any time you might have to hear readers or support children in classes across the school. All helpers are required to have a Disclosures and Barring Service (DBS) check (previously CRB check) before they are able to start helping.

Safeguarding

Berewood Primary School is committed to safeguarding all our children. For further information, please see information recorded in the Prospectus and on our website, where copies of the Child Protection Policy and other safeguarding policies are also available.

Our Safeguarding Leads are:

Mrs Megan Carter, Headteacher
Mrs Sally Nelson, Deputy Headteacher
Mr Andy Gubbs, Assistant Headteacher
Miss Laura Annalls, Senco.

**We are looking forward to getting to know you and welcoming your child,
as we build on their learning at our school and establish
an important partnership together.**

**Don't forget...
Please talk to us if you have any concerns.**



**If you would like to receive this handbook in
an alternative format, please contact us**



Telephone: 02394 006070

Email: office@berewoodprimary.co.uk

School website: www.berewoodprimary.co.uk