

# **Welcome to Bury!**

This handbook has been written to provide parents with all of the information they need to help them to settle in as a parent/carer at Bury. Please let us know if you have other questions as we will aim to update the handbook every year.

As you probably know, Bury is a very small, popular rural church aided primary school with three classes each containing children in more than one year group. The school is particularly keen to involve parents in their child's learning, by letting you know what is happening in class, and supporting you to be able to help your child.

Teachers work hard to make learning interesting and relevant for the children. The school also aims to develop a really caring atmosphere, with older children being encouraged to help younger ones. All children are encouraged to take on some responsibility, appropriate to their age.

All sorts of people have children at Bury. Whether you are new to the area or have been around for years, we hope you enjoy your time as a parent here. Welcome!

## **School Organisation**

There are three 'key stages' in the school.

### **Foundation Stage**

This is the name for the Reception year. Children follow a curriculum called Early Years Foundation Stage (EYFS) which is play-based and involves a balance between 'child-initiated' (chosen by the child) and 'adult-initiated' (led by an adult) activities. The teacher is supported by one other adult who is in the classroom at all times, working with the children. For parent-friendly information about EYFS, have a look at [www.ncma.org.uk/pdf/EYFS\\_parents\\_carers.pdf](http://www.ncma.org.uk/pdf/EYFS_parents_carers.pdf)

Foundation Stage and Key Stage 1 together are sometimes called 'the Infants'.

### **Key Stage 1**

This includes Years 1 and 2, which are the first years to follow the new Primary Curriculum. Both classes have one full time (Kestrel Class) or one part time (Barn Owls Class) Teaching Assistant as well as their class

teacher. There are also other adults working in the class at different times.

## **Key Stage 2**

This is Years 3, 4, 5 and 6. Year 3 are in the Barn Owls class with Year 2. This class has one part time Teaching Assistant as well as their class teacher. Years 4, 5 and 6 are in the class known as Golden Eagles which has one part time Teaching Assistant as well as their class teacher. There are also other adults working in the class at different times. Key Stage 2 is sometimes referred to as 'the Juniors'. You can search for new Primary Curriculum at [www.gov.uk/government/collections/national-curriculum](http://www.gov.uk/government/collections/national-curriculum) for more information.

## **School Day**

### **Mornings**

The gates to the playground open at 8.30 am. You are welcome to come in and wait, or your child can stay in the playground until the school opens at 8.45 am. There is always an adult supervising.

The door is opened just before 8.45 am. Parents of children in Reception are welcome into the classroom from 8.45 – 8.50 am. All other children line up on the playground before going in to class. All children need to be in their classes by 8.50 am every day. The back door is locked just after 8.45 am when all of the children are in school. Any latecomers should go into school through the front door.

### **Afternoons**

School finishes at 3.15 pm for all year groups. Parents wait in the playground until classes line up. Children are handed over to parents – please let us know if you are not collecting your child by writing in the 'Going Home' book for their class which is kept in the front Reception area.

Most after-school clubs finish between 4 pm and 4.30 pm – you need to check for each club.

### **What if my child will not be in because s/he is ill?**

You should ring the school before 9.00 am to explain that your child won't be in due to illness. If you don't ring, the school will ring you to check. If absence is persistent you may be asked to provide medical evidence or appointment cards. Please try to make doctor's or dentist's appointments

outside, school hours. You will need to provide evidence (eg appointment cards) for appointments in school time.

### **What if we're late in the morning?**

If you are going to be a few minutes late you will need to bring your child to the front entrance where you will need to explain why you are late to staff in the school office. If you are going to be later than 9.30 am, you should ring the school to explain. It really does help your child – and their class and teacher – to be in school on time.

### **What if I'm late to collect my child?**

If you are unavoidably late, the children will be taken to the school office and will wait for you there. You should ring the school to let us know you are on your way. Please try not to be late!

### **What if someone else is picking up my child?**

You should write details of this in the 'going home' book for your child's class which is kept in the front reception area by the school office.

### **What if we need some time off school?**

Attendance is measured by the local authority and schools are under pressure to keep their attendance up. This is why no schools are keen on children being away except if they are ill. Having said that, if you need to take time out of school for exceptional circumstances you need to get permission so please discuss this with the office. The school does not authorise holidays during term time.

### **School building**

There are two different entrances to the school one at the front Reception area and one at the rear.

### **School playground**

The school playground is located at the back of the building but we also have a fantastic field next to the car park.

### **How can I find out what my child is learning?**

### **Meet the teacher**

During the Autumn Term there are two planned parent consultation evenings where you can find out how your child is settling and the planned learning for that term. This is repeated during the Spring Term.

### **Topics**

Most of the learning at Bury is planned around a topic which changes termly (example topics include '*To Infinity and Beyond*', '*Down Under*'). These topics may change from year to year in response to the needs of the class, external events or teachers' interests. A Curriculum Outline is sent out electronically at the beginning of each term giving an overview of the learning that is going to take place.

### **Trips and outings**

These are a really big part of the children's curriculum. There is usually at least one trip per term, designed to extend children's learning. Some parent volunteers are usually required. Families are also usually asked for a financial contribution towards these trips.

### **Website**

The address is [www.bury.w-sussex.sch.uk](http://www.bury.w-sussex.sch.uk)

### **Parents' meetings**

These are held at least twice a year. A list goes on the classroom door and you sign up for a meeting time. If you can't get in to sign up, contact the school office and they will allocate a slot to you. These are 10 minutes long and enable you to find out how your child is doing. Parents usually have the chance to look at their child's books.

### **Extra meetings**

If you can't make a parents' evening, or if you would like more time to talk to your child's teacher, you can ask for an extra appointment. Teachers are very accommodating about these so don't be afraid to ask. Meetings will usually be after school.

### **Class assemblies**

Each class presents an assembly for the whole school about their recent work, once a term. These are held on Fridays and start at 2.30 pm. Dates are in the newsletter. Parents are invited and encouraged to attend. Please check your email regularly for communications from school.

## **Homework**

Children from all years are encouraged to take a book home to read, or for parents to read to them. Different classes have different arrangements for homework, but it is usually something to build on what they've been learning in class. Children in EYFS and KS1 are expected to read daily and may be given additional short tasks. In KS2 children are expected to read daily and will be given maths, literacy or topic tasks to complete each week.

## **Learning workshops**

These are opportunities for you to come in to school and find out how your children are being taught a particular subject. Behaviour, Maths and Reading workshops have been held in recent years.

## **Reading records**

These are notebooks, provided by the school, to write down the different books your child has been reading. You fill it in for younger children, while older children can keep their own up to date. They are useful for the teacher to see the range of books being read. Teachers will also note down their comments too.

## **Music**

The school has a specialist Music teacher who makes a big difference to the quality of the music. Musical instrument teachers provide individual tuition in guitar, piano, woodwind and violin. Lessons are usually for children in Year 2 upwards. If you would like your child to take part, please ask at the school office.

## **Physical Education (PE)**

All children in the school have a minimum of 2 hours of PE a week. Children need to keep a PE kit in school consisting of shorts and a T-shirt, plus plimsolls/trainers. Across the year children learn a range of sports including dance, gymnastics, games and athletics. Children are taught about the links with health during PE lessons.

Swimming is taught in Key Stage 2 when the children have weekly swimming lessons at Littlehampton Swimming Pool. Children will need to bring a swimming costume and a towel.

Sports Day is a hugely popular event held in the summer term. The emphasis is on fun and participation!

### **What happens if my child is struggling?**

If you, or your child's teacher, feel that your child is finding it difficult to learn or behave appropriately, good communication is the key to moving forward. It's always worth telling the teacher if there are any changes or issues at home that may be affecting your child's behaviour at school – moving house, illness in the family, etc. Staff will always speak to you first if they feel there is an issue. It may be that with a bit of extra support and communication between home and school problems can be sorted out.

If your child needs extra help, Miss Senior (SenCo – Special Educational Needs Co-ordinator) will speak to you about a strategy to support your child. This may be for your child to participate in a targeted intervention programme over a term or so.

If it's behaviour your child is struggling with, you will be asked to meet with Miss Senior and the class teacher to work out a positive behaviour strategy which is consistent between home and school.

If your child needs any extra help, you will be informed and involved from the beginning of the process. Parents of all children receiving extra support will be invited in for a special meeting to review progress and plan the next steps.

If you have any questions about learning support and special needs, please see Miss Senior.

### **How does the school communicate with parents?**

#### **Newsletter**

The Headteacher sends out a newsletter once every two weeks. This is sent electronically and paper copies are sent to parents without access to the internet. Please check your email regularly for communication from the school.

#### **Texting Service**

A texting service is used by the school to keep parents informed on a regular basis. Please ensure that contact details are regularly updated.

## **Noticeboard**

There is a noticeboard for parents outside the Hall giving useful information, Friends of Bury School (FOBs), the parent-teacher fundraising team, also have a noticeboard here too.

## **Suggestions Box**

Both the Governors and FOBs have a suggestion box and warmly welcome any comments/suggestions.

An **annual questionnaire** for parents and children is carried out in the Spring term to gather opinions on different aspects of the school. Please make the effort to complete this, particularly if you have ideas to put forward. The responses are often used when reviewing school policy. Children also complete a questionnaire to help the school to evaluate its teaching and learning.

## **What are the school reward systems?**

The school is very keen on recognising and rewarding children's effort and achievement with their learning and behaviour. Each class teacher may use their own systems, but the school-wide systems include:

### **Reader of the week**

Class teachers nominate one child per week who has made particular progress in reading. They are praised in assembly, and given a certificate.

### **Star of the Week**

Two per class per week: this is for making good progress in any area at school during the week. Children are given a certificate and take part in a tea party with the Head teacher.

### **House points**

The children are in one of four Houses – Jaguar, Cheeatah, Tiger and Snow Leopard. House points are awarded for outstanding effort/attitude at school. A running total of these is kept and given to the rest of the school each week in Celebration Assembly. The house with the most house points is awarded the house shield at the end of each term.

### **Bronze/Silver/Gold Certificates**

Children can be awarded house points which also lead to them achieving the bronze certificate (10 house points), silver certificate (25 house points) and gold certificate (50 points).

### **Golden Book**

Children can also be entered into the Gold Book for academic or personal achievement which is a particularly high accolade. They receive a certificate to celebrate their success in our celebration assembly which is held on a Friday.

### **Attendance awards**

Each term, those children with attendance of 98% or above are given an award in a special assembly.

### **What happens at break times?**

All classes have time to play during morning breaks and lunch times. The playground/field is always supervised by at least 2 adults.

### **Foundation Stage**

Children in Kestrel Class have access to their own separate playground during the whole school day.

### **Key Stage 1**

Years 1 and 2 have 15 minute breaks at 10.45 am.

### **Key Stage 2**

Years 3, 4, 5 and 6 have one 15 minute break time at 10.45 am three times a week and one break time at 11 am twice a week.

### **What happens at lunchtime?**

#### **When is lunchtime?**

Lunchtimes are between 12.15 pm and 1.10 pm. Lunch is served in one sitting with the children sitting in mixed age groups.

#### **Where do the children eat?**

Lunches are served in the Hall.

#### **What do they eat?**

Children can bring a healthy packed lunch (no crisps, sweets or fizzy drinks! A policy and advice sheet on packed lunches is available from the school office) or can have a hot meal, microwaved on site provided by Chartwell's. <https://westsussex.mealselector.co.uk> The menu for the term is available on line. There is always a vegetarian option.

### **How are lunchtimes organised?**

As each class enters the hall, those having packed lunches sit at tables and mix with school lunch eaters. Children sit in 'family' groupings with 2 or 3 children from each class. This is to encourage the older children to help the younger ones. Those having dinners queue up cafeteria-style. Children collect their plates, bowls and cutlery and choose their lunch options. Staff ensure that a balanced meal is always provided.

### **What about second helpings?**

If there is any food left after all the children have been served, second helpings are offered.

### **What if my child doesn't eat anything?**

Eating is monitored by the lunch staff. Children are encouraged to eat a balanced lunch and to try a range of foods. If there are concerns about what your child is eating this is recorded/noted and you will be contacted to discuss ways forward.

### **What if my child is a slow eater?**

Children eat at their own pace and are always given time to finish their food.

### **Who looks after the children at lunchtime?**

Midday meals assistants supervise the children in the hall, and, after they have eaten, in the playground.

### **Outdoor toys**

A range of outdoor toys are available in the playground every day.

### **Snacks**

All children in Reception, Years 1 and 2 have fruit which is provided free of charge by the Health Service as a snack at morning break times. Children in Years 3, 4, 5 and 6 are allowed to bring their own healthy snacks in to school each day.

## **Drinks**

Children in Reception and Year 1 have a drink of water or milk (if this has been ordered online) at morning breaks. Milk is free to under 5's.

Children in Years 2 – 6 are asked to bring in a named water bottle to keep in the classroom. The children are able to go and have a drink from their bottle when they need one. There is a water fountain available which the children are encouraged to use.

## **Health and wellbeing**

### **What if my child needs medicine?**

School staff are not allowed (by law) to give children medicines, so if your child needs medication during the school day you will have to come in and give it to them yourself. The only medicines allowed in school are asthma inhalers and epi-pens or similar for allergy sufferers. You will need to speak to the office and your child's class teacher about this. It is vital that you inform the school of any allergies or illnesses your child has. A form is available from the school office.

### **Hot weather**

Parents are asked to provide children with sunhats on hot summer days. If it's likely to be sunny it is best to apply sunscreen before they get to school. Unfortunately, teachers are not allowed to apply sunscreen to children and they should not bring bottles into school.

### **Illness and accidents**

The school will ring you straight away if your child becomes ill during the day – make sure the office has your up-to-date contact details. There are trained first aiders on the staff.

### **Child protection and safeguarding**

If you are at all worried that a child is being abused or neglected you should share your concerns with the Head teacher, who is the designated child protection lead for the school. They will ensure the correct procedures are followed. (In emergencies, contact the police.) If there are any concerns about your child's safety or wellbeing, you will be closely involved in the process, unless it is deemed unsafe to do so.

## **Wraparound care**

This is the childcare that is available at the beginning and end of the school day.

## **After school clubs**

There are lots of clubs which run in school at the end of the school day for children. Clubs are listed on the school website and a letter is sent electronically each term about clubs that you can apply for your child to join. Clubs finish between 4 pm and 4.30 pm.

## **FOBS**

FOBs (Friends of Bury School) is the parent group who are invaluable in organising fundraising events and for helping to run various activities for the children. Please ask at the Office if you are interested in helping!

## **How is the school led and managed?**

Bury is a church aided school which means that the Diocese is responsible for its running, with assistance provided by the local authority.

## **Senior Leadership Team**

This includes the Head teacher, Assistant Head teacher and Business Manager.

## **Governing Body**

This is the body which has legal responsibility for the school, but has the job of supporting the school with its long term planning, developing policies and keeping its work under review. Its main job is to make sure that the outstanding standards are maintained, to be a 'critical friend' to the school's leadership, and to be responsive to the needs of parents and the wider community. It is not there to manage the day to day life of the school.

The governing body has 12 members. Five are foundation governors (close links to the church), two are elected parent governors, one is a local authority governor and two are staff governors. Parent governors are elected by parents and have a four year term. Vacancies are advertised so new parents can join. Most of the work of the governing body is done by its committees:

- Finance

- Pay & Staffing
- Curriculum
- Health, Safety, Environment and Premises

## **School and Eco Councils**

These are the children's forums in the school. One representative from each year group is elected by their classmates. They need to write and present a persuasive manifesto about why they think they would make a good school/eco councillor before polling day! The school/eco councils meet on a regular basis and contribute ideas on the running of the school.

## **What should I do if I'm not happy with something about school?**

### **Class teachers**

If there is a problem to do with your child, their class or their learning, the first person to speak to is your child's class teacher. Please arrange an appointment with the school office.

### **Head teacher**

The Head teacher would much prefer parents to talk to them about any problems or complaints than to brood on them alone! They are usually in the playground at the beginning of each day if you need a quick word. If you would like to make an appointment please arrange this with the school office.

### **Parent governors**

There are two parents governors and you may prefer to speak to one of these if your complaint concerns wider issues.

### **Complaints procedure**

If you have tried to resolve a problem in-school but still feel unhappy, details of the school complaints policy is available on the website.

### **After-school activities**

Details of after school activities can be found on the school website.