

# About our School

## A modern village school

Burton Bradstock School has a long history extending over one hundred and fifty years. It was founded by the Church of England as a single storey Victorian school in 1865. After several small extensions, the school was extensively rebuilt in 1992 and is now one of the most modern 'traditional' village schools in Dorset.

The school has two large airy classrooms downstairs as well as a multi-purpose hall, kitchen, Headteacher's office and main office. Upstairs there are two well resourced large classrooms, a library, resource room and staffroom. The two downstairs classrooms provide a flexible arrangement dedicated to the Foundation/Key Stage 1 classes – Class 1 (Sails) for Reception and Class 2 (Boats) for Year 1/ Year 2. The upstairs classrooms are for Key Stage 2 children – Class 3 for Years 3 & 4 and Class 4 for Years 5 & 6.



The playgrounds to the front and back of the school have also been re-designed to allow children to learn and play constructively outside. The Reception classroom downstairs has direct access to a play area that is used during lessons and there is also an 'amphitheatre' area to the back of the school which has proved very useful. We also have a safe platform adjacent to the river which is used for science and environmental studies.

## Part of the community

The school was formerly a Church Aided School but in 1952 the school became a Church of England Voluntary Controlled School, held in Trust by The Salisbury Diocesan Board of Education and fully funded by the Dorset County Council. In April 2016 the school transferred to Academy status and is now part of the Minerva Learning Trust with three other local schools. As a small school, we think it is vital to work closely with other schools to broaden our children's education through co-operation. This collaboration also provides an important support for staff and allows the transition of children to the Sir John Colfox Academy to be a smooth and enjoyable one.

We also work closely with the other Bridport Primary schools which gives us the opportunity to join sporting, arts and music events and to share resources.

We have strong links in all elements of school life with St Mary's Church next door, where we hold services including the festivals at Easter, Harvest and Christmas and the Leavers' service at the end of each year.

We take full advantage of our central position in this beautiful village, maintaining good links with the community and supporting a number of village events. Many residents have come to support the school by serving on the school's governing body, by joining the 'Friends of Burton Bradstock School' or by performing services that have enhanced daily life here.

# Overall Aims

As a Christian school we place Christian values at the very heart of all we do. We seek ways to make our school like a caring family, building on the love and values that a good home provides.

Our community, local, national and world-wide are rich sources of learning for our children. We strive to blur the boundaries between school and the wider world, reaching out to it and drawing it into us.

**At Burton Bradstock CE Primary School we strive to provide an enjoyable and rewarding school experience.**

We aim to:

- place Christian values\* at the heart of all we do in the context of a Church of England school
- equip all children with confidence, attitudes, skills and knowledge to serve as a foundation for lifelong learning
- inspire all children to achieve their potential in a happy, safe and challenging environment
- nurture partnerships between school, the children and their parents/carers
- encourage all children to develop an understanding of, and make a positive contribution to, our school and the wider community
- make all children feel valued and included and ensure equality of opportunity

\* The values at the heart of our school are Respect, Fairness, Forgiveness, Joy, Peace and Love



## **Admission**

Burton Bradstock primary school serves approximately 100 children from the ages of 4 to 11, principally from the parishes of Burton Bradstock, Shipton Gorge and Chilcombe. Two thirds of our school population are from outside the school's catchment area and parents living outside the school's catchment area are also encouraged to apply for a place.

Children whose fifth birthday falls between 1st September and the following 31st August, start school at the beginning of the Autumn term.

When deciding which school is best for your child, you are very welcome to contact the school office to arrange an appointment to look around. Applications are normally made during the Autumn term before the child is due to start school. All applications and decisions regarding the allocation of the 15 available Reception class places are made by Dorset County Council. If unsuccessful, parents may appeal to DCC.

The school has strong links with pre-schools and the Reception teacher visits each pre-school to meet the children in a familiar setting prior to starting school. Children are invited to spend weekly sessions at the school in the second half of the Summer term before they are due to start school. Parents are also invited in for one of these mornings to meet the Headteacher, the child's class teacher and the other pupils and to look around the school.

Parents will be asked to fill in an Admission Form which, together with all other records, are confidential to the parent and relevant

teaching staff and are kept secure in our office. You may view them at any time.

## **Teaching Groups and Organisation**

Children are grouped into four classes. Reception and Years 1/2 are taught in two large rooms on the ground floor. Upstairs Years 3/4 and 5/6 are taught in classrooms 3 and 4, alongside the Library. The School makes good use of the Hall and outside spaces and is very well staffed and equipped. Each child is in the care of a class teacher who takes primary responsibility for the child's welfare. We are fortunate to have a team of experienced teaching assistants who each support a class.

Children with special educational needs are given additional support, either in the classroom, in small groups or individually, as appropriate. It is the policy of the school to encourage and support all pupils to realise their full potential through differentiated learning programmes, whether they are able or have additional needs.

## **Opening Times**

The school gates are open at 8.40am and school starts at 8.55am. Parents are asked not to bring children into school before 8.40am as staff may not be available to supervise.

Morning play time is for all children from 10.25 to 10.45am.

Lunchtime is from 12.00pm until 1pm.

The school day ends at 3.20pm.

Afternoon Playtime of 10 minutes is for Reception and KS1 only.

The office is normally open between 8.30am – 12.00pm and 1.30pm – 4pm.

# Working together: staff, governors, parents and children

The success of the school depends on the positive relationships between home and school and we have a strong and committed staff and governing body to help this happen.

## Staff

We are fortunate to have a strong team of **teaching staff**, each with their own area of experience and expertise which they use both in day to day teaching and developing new resources:

Mrs C Staple	Headteacher:
Mrs C Procter	Class 1 (Sails) teacher
Miss C Sanderson	Assistant Head / Class 2 (Boats) teacher
Mrs S Wardle	Class 3 teacher
Miss H Varndell	Class 4 teacher

The teaching staff are supported by an experienced team of **teaching assistants** who are allied to particular classes each year, depending on numbers and needs:

Mrs T Brincat  
Miss J Keith  
Mrs A Matthews  
Mrs C Porter  
Mrs S Van Zyl  
Mrs E Tasker  
Mrs D Turner

The practical arrangements of the day to day running of the school depend on a number of dedicated **non teaching staff**:

Mrs M Barrett	School Secretary / Finance Officer/ Kitchen assistant
Mrs F Clift	Lunchtime supervisor / caretaker
Mrs R Brook	Cleaner / Kitchen assistant
Mrs N Davies	Lunchtime supervisor
Miss J Keith	Kitchen assistant

If you have any concerns, Mrs Staple is normally available at the school gate every morning or you can make an appointment with her or the class teacher via the office.

## Local Governing Body and Trust Board

The governing body of the school is legally responsible for all aspects of school life, including curriculum, staff appointments and financial control. In practice, the day to day running of the school is passed to the Headteacher and staff, but the governing body maintains the role of 'critical friend'.

The full governing body meets at least once each half term while the Finance, Pay & Premises, Performance & Standards and Chaplaincy working groups meet termly. There are link Governors for curriculum subjects as well as identified Governors linked to each class.

The Governing Body has up to fifteen members who work as a team for the benefit of the school. They are drawn from the Parents, Church Foundation, Staff, the Local Community and the Local Education Authority. The Headteacher, Mrs C Staple, and the Rector of St Mary's Burton Bradstock, complete the team.

Mrs Pat Lewis-Badgett is the current Chair of Governors, bringing valuable links with the village. Our Parent governors are always pleased to hear from parents on any issues concerning the school, though issues specific to a child are best discussed with the class teacher or Mrs Staple.

(A full list of current governors can be found in Appendix 1)

All Local Governing Body matters are overseen by the Trust Board of the Minerva Learning Trust, of which Mr Julian Piper (vice chair of the Local Governing Body) is a member.

## Parents



Involving parents in school life can have many benefits – for the children especially but for staff and governors too. Parents and friends are welcome to visit the school at any time and are especially encouraged to join us for our Good Work Assemblies

on most Wednesdays at 2.30pm.

We ask all new parents to sign up to the Home – School agreement which sets out how the school and parents can best work together for the good of your children's welfare and learning at school. We also hold a Consultation each term with the class teacher, child and parent/carer so that progress can be discussed in more detail and realistic targets set.

There are times in the school year when parents are asked to volunteer to support school activities. For the parents, it is a great opportunity to see the school in action, while for children and staff the help is invaluable in making the activities run more smoothly. If you have time to spare or a particular skill to share, please talk to a member of staff.

The "Friends of Burton Bradstock School" provides opportunities to meet socially and to raise funds to support school activities. Over recent years the funds raised have paid for coach travel for school outings; Interactive Whiteboard for the classroom; improvements to the school playground and library books. The Friends also part-funds or fully funds school trips so reducing the cost to parents.

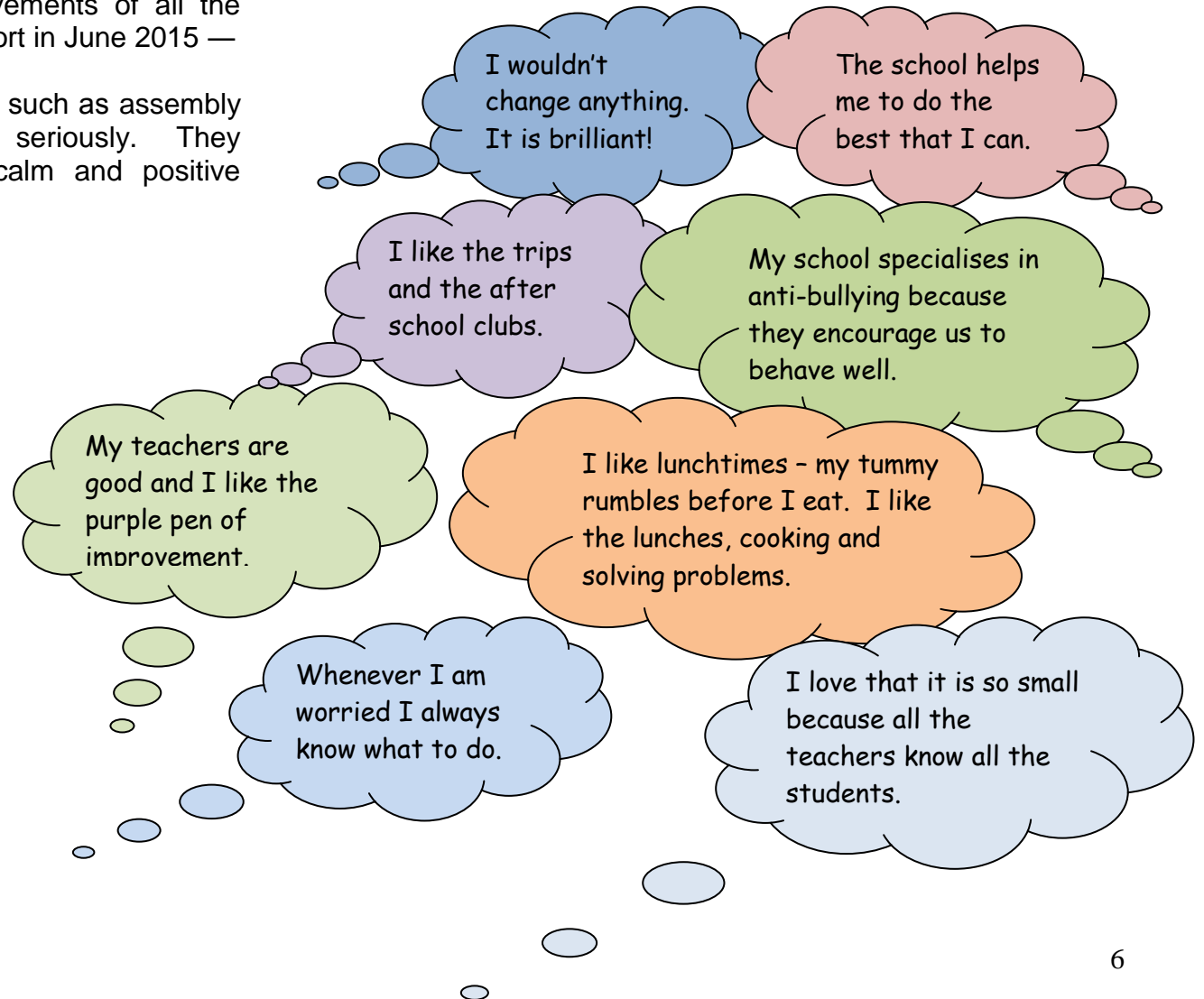
## The Children

There is a quiet, positive atmosphere in the school and we are justly proud of the behaviour and achievements of all the children. To quote from the last **Ofsted** report in June 2015 —

“Pupils take their roles and responsibilities, such as assembly monitors and anti-bullying ambassadors, seriously. They make a significant contribution to the calm and positive atmosphere in the school.”



Below are some quotes from the children about their school:



# Curriculum

## Learning for Life

At Burton Bradstock School, we believe that a true learner develops skills and strategies to control and direct his or her own learning. To this end, we deliver a broad, balanced curriculum designed to enhance a child's natural curiosity and sense of inquiry, and to foster independence, confidence and an enthusiasm for learning.

Children learn through well developed language and mathematical skills and so we place much emphasis on the core English and Maths skills and concepts. We teach English and Mathematics as separate subjects, and ensure that all children get daily English and Maths lessons.

The rest of the curriculum is delivered through a topic approach in the form of 'Learning Quests'. The whole school learning quests have been developed to ensure that the programmes of study from the statutory 2014 National Curriculum are delivered in a cross-curricular way to enable the children to make links across subjects. In this way the learning is meaningful and engaging for our learners. An example of this is our Forest School ethos that enables the children to develop social skills such as confidence and self-esteem through a hands-on learning experience in a natural environment.

We want to enable all pupils to reach high standards of achievement. Communication, thinking, research, social and self-management are developed in a progressive order, recognising children's differing learning styles and the varied pace at which they learn. Teachers use ongoing assessment to set challenging targets and have high expectations of what children are capable of. These are discussed each term during our Consultation with parents/carers and children.

Formal assessment is undertaken in Year 2 & 6 with National Curriculum testing and assessment and we have regular testing of spellings, grammar and times tables in Key Stage 2 (Juniors). A written report on your child's progress is sent home in the summer term each year.



# Curriculum Subjects

## English



English is essential for all areas of communication – for talking, listening, reading and writing. Through English lessons and cross-curricular work we help children learn to:

- speak clearly and confidently and be able to give opinions, report facts, make formal presentations and hold discussions
- listen carefully to gain information, follow instructions, and take part in informed debate
- read easily, fluently and with good understanding - for both pleasure and information
- write clearly, accurately and coherently, adapting their style for different purposes and audiences

Children experience a wide range of reading material while they are at Burton Bradstock School. Our reading books have been book banded to ensure progression in reading and phonic skills. As children become more competent readers, they are able to choose their own reading books from class libraries. As well as having our own library within school, we also have strong links with the local village library.

English is delivered using the National Curriculum as our core syllabus. This sets out the specific skills that children are expected to achieve. Our English curriculum is planned to tie in with our termly 'Learning Quests' to provide a motivating purpose for acquiring these skills. The school has a comprehensive English policy that is available for parents to view on our website and in the school.

## Mathematics

Maths is taught as part of the National Curriculum. The programmes of study are set out year-by-year for key stages 1 and 2 although the school has flexibility in delivering the content to meet the needs of the children. We aim to ensure that our children become fluent in the fundamentals of mathematics, are able to reason mathematically following a line of enquiry and can solve problems by applying their mathematical knowledge.

Through imaginative, differentiated and practical activities, our children gain a great deal of enjoyment from their learning, as well as recognise the importance of Mathematics. At all levels we include discussion, practical apparatus and equipment, investigations, problem solving, practice and consolidation. Mental Maths is also a very important part of each daily Maths session to develop fluency.

The Mathematics curriculum is divided into four main elements of Number, Measurements, Geometry and Statistics. In Year 6 the elements of Ratio and Proportion and Algebra are also included. We use a number of published materials, computer programs and manipulative resources to support our teaching and encourage the transference of mathematical skills in all areas, particularly in Science and Design and Technology. Again a detailed policy spells out our approach to this vital subject.





## Science



All children engage in practical science to help them explore and make sense of the world. It develops an enquiring mind through observation, investigation, recording data and comparing results. We encourage children to hypothesise and then carry out a 'fair test' to see if their ideas are correct.

Science is based on the National Curriculum and aims to ensure that all children develop scientific knowledge and conceptual understanding through the disciplines of biology, chemistry and physics.

Wherever possible we link Science with our Learning Quests to make it purposeful and relevant. Scientific concepts are also taught through cooking and using our environment.

## Languages

Language teaching at Burton Bradstock School aims to provide the foundation for learning further languages. French is taught in the KS2 classes and other languages may be looked at in line with our topics. We aim to develop children's understanding of the world by exploring other cultures. Children will learn to express their ideas and thoughts in French, both in writing and in speech.

## Religious Education

Burton Bradstock School is a Church School and views the moral and spiritual development of all of its children as being very important. The children are given opportunities to explore world religions both during weekly sessions and during topic work, when applicable, throughout the school.

## Collective Worship

Our relationship with the village church, St Mary's, is very healthy. We celebrate key dates in the church year in Church and we also use the Church as a religious and historical resource. The Rector, or members of the church community, visits the school every week to conduct an assembly and classes work with them to broaden their understanding of the Christian world.



At Burton Bradstock we would hope that all pupils will take part in Collective Worship. However, we respect the right of parents to withdraw their children and parents wishing to do so are advised to discuss this matter with the Headteacher. Pupils have the right of withdrawal (by parental consent or request) according to the 1944 Education Act.

## Computing

At Burton Bradstock, we believe that it is important to prepare children for the world of computers which is continually developing. Through our computing curriculum, we aim to equip children with the computational thinking and creativity to understand developments with computers. We teach the fundamental principles of computer science so that children are prepared for the world of programming. We encourage children to use technology in both a creative and informative way.

Computers and technology are used in many areas of the curriculum, not just in computing lessons. We have a range of technologies that children will experience during their time at Burton Bradstock. These include programmable toys (Beebots, cars), desktop computers, laptops and android tablets.



## Music



At Burton Bradstock we believe that music is a universal language that embodies one of the highest forms of creativity. We aim to inspire all pupils to develop a love of music. Musical talents are celebrated whenever we have the opportunity, particularly in Good Work Assemblies and school performances.

All children are taught to develop musical skills in the classroom, from composing to performance. In KS2, children currently have the opportunity to learn a musical instrument. Peripatetic music tuition and choir are also available to those children who wish to pursue their musical talents further.



## Geography



In Geography we help children understand their local area and community in Dorset, comparing it with other areas in the UK and abroad. In line with the National Curriculum we introduce the geographical skills of mapwork and interpretation of information; find out about rivers, coasts, hills, mountains, volcanoes,

earthquakes and the weather; explore environmental issues, such as the use and misuse of natural resources.

The school's location, within the Jurassic Heritage Coast, offers a wealth of resources which we build into our Learning Quests whenever possible. Our expeditions include weekly "Welly Walks" for the youngest children and residential field trips to Hooke Court, Swanage and Dartmoor from Year 2 - Year 6.



## History

In History we aim to develop an understanding of Britain's past from the earliest times to the present day, as well as knowledge of local history and that of the wider world. Important skills such as developing an understanding of chronology, using different sources of information, critical thinking and questioning are taught through the units of work as set down in the National Curriculum.

We aim to inspire children's curiosity about history through well planned and exciting units of work, as well as the use of artefacts, multimedia and visits to local places of interest. The school has made a conscious effort to preserve its own documents and records, and these are used alongside the rich heritage of the local area.



## Physical Education

This part of the curriculum includes gymnastics, team and competitive games, swimming, athletics, dance and outdoor and adventurous activity. Our aim is to give enjoyment, a sense of achievement and the opportunity to develop lifelong physical skills.



In the early years the focus is on movement and co-ordination, providing opportunities for each child to gain an understanding that physical activity is fun and an important part of our well-being. They learn how to handle and control a wide variety of small apparatus such as bat, ball, ropes and rings and these all form the basis of later team and small group games. Sport and after school clubs are played on the village playing field a short walk away, where we also hold our annual sports day.

The School is equipped for KS1 gymnastics and P.E. and we have invested in 'Huff and Puff' equipment for use at playtimes. KS2 children visit Bridport Leisure Centre during the Autumn and Spring terms, where they take advantage of the equipment and facilities available for gymnastics and swimming, as well as receiving specialist tuition from coaches. We also use facilities in the locality, such as sailing at Portland Sailing Academy.



There are a number of sporting after-school clubs that the children can participate in, including archery, netball, football, golf and running. We also compete against other local schools in a variety of sports such as golf, cross-country, Quadkids athletics, football, tag-rugby and netball.



Our link with the Sir John Colfox Academy also enables the children to attend various festivals throughout their time at the school, such as the KS1 multi-skills festival, the Year 3/4 Dance Festival and the Year 5 Sports Festival.

The School has achieved the School Games Silver Kitemark in recognition of their commitment to promoting sport and physical activity. Some of our Year 5 and 6 pupils are trained Sports Ambassadors who lead the school in encouraging participation and co-ordinating events such as our Sports Relief and the Beach Team Challenge.



## Art and Design



Our Art and Design curriculum fosters creativity, helps develop imagination and encourages sensitivity, whilst engaging, inspiring and challenging children. In this way children are made aware of their surroundings and can express their thoughts, feelings and

experiences through a variety of art forms, in both two and three dimensions.

At school, this involves using a range of materials and techniques, including drawing, painting and sculpture, to produce creative work. Children will find out about great artists, craft makers and designers and learn to form opinions on their work.

Much of our work is cross-curricular and linked with the Learning Quests whilst incorporating the content as set out in the National Curriculum.



## Design and Technology



At Burton Bradstock School we believe Design and Technology is an inspiring, rigorous and practical subject. Linked with the Learning Quests we encourage the children to use creativity and imagination to design and make products that solve real and relevant problems within a variety of contexts. The subject allows the children to take risks whilst becoming resourceful, innovative and enterprising.

The school follows the programmes of study within the National Curriculum. Within this context the children use a wide range of materials, components and tools whilst developing their technical knowledge of structures, mechanisms and electrical systems.

Cooking and nutrition is incorporated within Design and Technology and as part of their work with food children are taught how to cook simple dishes and apply the principles of nutrition and healthy eating.



## PSHE

Personal, Social and Health education is not a statutory part of the National Curriculum, however, it is an important part of the education of children at Burton Bradstock Primary School.

We currently use the Rainbow scheme which is based on SEAL (Social and Emotional Aspects of Learning). Through seven units of work, this scheme supports children to develop self awareness, managing feelings, motivation, empathy and social skills. Where children have difficulties with any of these areas, we are able to support them with small group work and time with our Nurture Assistants.

## The Edge

Children also take part in a scheme called 'Pixl Edge' where they develop the five key skills of Leadership, Organisation, Resilience, Initiative and Communication. This sets a good foundation for the work to continue when the children move to the Sir John Colfox Academy where they work through the different levels of Apprentice, Graduate and Master in preparation for employment or further education.

## Outdoor Education

The school values opportunities to allow children to learn beyond the four walls of the classroom and all classes are regularly involved in trips and visits that are directly related to the work programme being carried out in the classroom. The benefits of this work go far beyond the academic, giving children the opportunity to gain greater independence in a very safe and secure environment.

Once a year children from Year 2 are given the opportunity to take part in a residential field trip. In Year 2 the children spend a weekend at Hooke Court and in Class 3 this involves a two night stay at Leeson House, a Dorset Outdoor Education Centre offering safe and secure accommodation. Class 4 children spread their wings slightly further and have a residential trip to Dartmoor.

All school visits meet all safety guidelines as determined by the school, the Education Partnership and the Government. The "Friends" of the school always subsidise these visits but parents are also asked for financial contributions where appropriate.



## **Sex & Relationships Education (SRE)**

We believe SRE is an integral part of the lifelong learning process, beginning in early childhood and continuing into adult life. It is taught as part of Personal Social and Health Education (PSHE) and will be delivered within an age appropriate programme. Our aim is that SRE will help to give young people the skills, understanding and knowledge they need to lead confident, healthy, independent lives and to help them become informed, active and responsible citizens. The details of what is taught at each age group is included in our policy and there will be an opportunity to come into school to have a look at the scheme of work prior to it being delivered in the classroom. The school would prefer parents to play a part in this sometimes sensitive area by being informed and involved in the development of the schools SRE programme so they can continue discussions at home. However, in the event of any parent or carer wishing to withdraw their child from some, or the entire curriculum, they are asked to inform the Headteacher in writing.

## **Special Educational Needs**

Burton Bradstock Primary School is an inclusive school. We aim to inspire all children to achieve their potential in a happy, safe and challenging environment. We view education as a partnership between school, the children and their parents/carers.

Special Educational provision is made for those pupils who have a learning difficulty or disability. If there are concerns about whether a child has particular needs or is not making the expected progress, the child's class teacher would be the first person to talk to. If necessary, the Special Needs Coordinator (SENCO) would be involved and appropriate support will be put in place. This support will be monitored and if necessary, a child may be placed on the Special Needs register.

At Burton Bradstock Primary School, we use an 'Assess, Plan, Do, Review' approach to support children's needs. We aim to detect children's needs as early as possible and to ensure that the appropriate support is put into place. We assess the children on a regular basis and if a child is identified as needing SEN Support a provision map will be set up that shows the additional support that is given within school. We will also draw up an Individual Education Plan in partnership with the parents/carers. This sets out specific targets to be worked on. We may also discuss whether Special Needs support is sufficient or if an Education, Health and Care plan should be sought. This is a legal process and is aimed to support those children with significant needs. We review children on a regular basis to ensure that they are making progress and that the correct provision is in place. Further information can be found on the school's website or by contacting the SENCO in school.

# Useful Information

## After School Activities



Along with the musical activities already outlined, the school offers a variety of after-school clubs. These change from year to year. Currently, the school runs the following clubs: Running, Football, Drama, Puppet-making, Archery, Basketball, Golf, Choir and Music Tuition.

## Behaviour and Discipline

We expect children to follow the school's behaviour code and behave sensibly and responsibly at all times and to treat others as they would wish to be treated themselves. All staff and visitors to the school will be treated politely and with respect by all children. If we encounter difficulties, parents will be quickly informed. The school expects all children using the school bus to behave in an appropriate manner.

## Bullying

The school does not tolerate any physical or verbal bullying, and on the rare occasion it occurs, the school works with the children involved, and their families, to resolve it. All staff are available for children to discuss concerns or worries. The school has an anti-bullying policy available at the school office.

## Charging policy

The children make regular visits to places of educational interest. Parents are asked to make voluntary contributions towards the costs of transport and entrance fees for some trips and on some occasions the 'Friends' make a contribution to costs. If you are unable to cover the contributions, please contact the Headteacher for further information of support available.

## Bad Weather / Emergency Closure

Sometimes, due to bad weather, or an emergency, the school may have to close early, or not open at all. If school is operating and children are at the school when it is decided to close we will ensure that all parents are contacted and arrangements are made to deliver the children safely home. Shipton Gorge children must not come to school in the morning if the bus has not arrived due to bad weather as there is no guarantee that the bus will arrive to take them home at the end of the school day.

We will endeavour to inform all parents of school closure via text using ParentMail. Alternatively, information on school closures can be accessed using the County Council system on <http://mapping.dorsetforyou.com/closedservices> or through the local radio stations.



## **Complaints**

Burton Bradstock is an open and welcoming school. Our parents are encouraged to discuss any anxieties they may have regarding their child's work and progress with the class teacher concerned. The Headteacher is very willing to become involved in these discussions at any stage.

Other issues are normally dealt with through the Headteacher and then if necessary through the governing body.

If you wish to make a complaint about the National Curriculum, copies of the procedure to be followed should be requested from the Headteacher, or from the County Education Officer, County Hall, Dorchester.

## **Health & Specialist Support Services**

Medical and Dental inspections are carried out from time to time at school by the local Health Authority. If your child is involved you will be informed and, if necessary, invited to attend. In addition, when required, the services of a Speech Therapist and an Education Psychologist are available.

## **Absence from School**

Following new guidance from September 2013, schools are unable to authorise holiday during term time except in exceptional circumstances. Should you need to take your

child out of School for any other reason a 'Leave of Absence' form will need to be completed from the school office.

## **Home Learning Policy**

KS1 have home learning practising basic Maths and English skills and children will bring books home to read with parents. KS2 are encouraged to continue with their regular reading practice at home and also have regular English and Maths home learning.

Throughout school it is important that children are supported to learn spellings and times tables at home as regular practice has a positive impact on these areas of learning.

## **Illness**

If children feel ill they must not come to the school. Please report any absence by telephone on the first morning of absence and send a note explaining absence when the child returns. If a child is to be collected during the school day then a note explaining the reason for the absence should be given to school.

If your child requires antibiotic medication during the school day please discuss this with a member of staff. There are procedures for children who suffer from asthma and require an inhaler. For more guidance please refer to the 'Supporting Pupils with Medical Conditions and Managing Medicines' policy or speak to a member of staff.

## Lunches



Children eat their lunch together in the school hall and can either bring a packed lunch or may order a hot school meal in advance. We are lucky to have school meals provided to us by the award winning Local Food Links initiative based in Bridport, which aims to

provide nutritious, tasty meals using locally sourced food and organic ingredients where possible. The meals include a main course and pudding, and vegetarian and jacket potato options are always available. The meals are ordered through school or online in advance and you are not obliged to opt for a hot meal every day.

If a child brings a packed lunch they need to place their lunch box (clearly labelled) on the class lunch trolleys. A drink should also be provided, although there is a water fountain located in the back playground. Please note we do not allow fizzy drinks, cans or bottles to be brought into school.

All children in Reception and KS1 are entitled to free school meals. These need to be ordered from Local Food Links either online or through the school office.

Free meals are provided by the County Council for those entitled to them - please enquire at the School Office.

## Money and Other Valuable Items

Children should not come to the school with loose money; marked purses, tins or envelopes are much safer. If the amount is more than 50p then it should be handed to the class teacher for safe keeping. It is best if watches are left at home on swimming and games days, as they and other precious possessions cause us a good deal of trouble and anxiety if they are mislaid.

## Newsletters

Every week a Newsletter is produced in which we are able to recognise and celebrate children's success, as well as keep you informed about events and happenings. Past newsletters may be accessed on the school's website – [www.burtonbradstock.dorset.sch.uk](http://www.burtonbradstock.dorset.sch.uk)



The weekly newsletter is sent out via e-mail using the Parent Mail system. Please inform the office staff if you would prefer a paper copy.

## School Policies and Other Documents

Various Plans and Policies provide a framework for action for the school. Some of these are available on the school website and all are available for you to read at the school office or can be emailed on request.

## Snacks

Free fruit is available to the younger children as a snack at playtime and there is often fruit available to KS2 too. Staff prepare the fruit each morning.

All children can bring their own fruit in but it must be labelled and placed in the box provided in the classroom at the start of the day.

## Transfer to Secondary School

Children transfer to secondary school at age 11. The Sir John Colfox Academy, Bridport is our local secondary school and most parents send their children there. However, some children also transfer to Beaminster School or Woodroffe in Lyme Regis. In their final term before transfer, children make at least two visits to Colfox and the teaching staff meet to exchange information. All relevant academic and pastoral records are passed on to the secondary school.



## Travel to School

Parents of children who live within a 3 mile radius of the school have to make their own arrangements to transport them to school. Any children who are within the school's traditional catchment area, the parishes of Burton Bradstock, Shipton Gorge and Chilcombe, and who live more than three miles from school will be entitled to free transport provided by the County Council.

Although Shipton Gorge is within 3 miles of the school, the Council does however, provide a free school bus as it feels that the roads are too dangerous to walk. The bus leaves Peas Hill at 8.40am and returns children to Peas Hill at 3.35pm after school.

## Uniform

We encourage all children to wear our very simple uniform, a red school sweatshirt or cardigan worn over a white blouse or polo shirt. Boys wear grey or black trousers and girls grey or black skirts or trousers and red gingham dresses in warmer weather. Please refer to the school uniform list included in this pack for further guidance.

Clothing printed with school logo can be purchased from the school office.

We request that all items of clothing are clearly labelled with your child's name.



# Appendix 1 Staff and Governors - September 2017

## School Staff

### Teachers

Mrs C Staple	-	Headteacher
Mrs C Procter	-	Class Teacher (Class 1/Sails)
Miss C Sanderson	-	Assistant Headteacher
		Class Teacher (Class 2/Boats)
Mrs S Wardle	-	Class Teacher (Class 3)
Miss H Varndell	-	Class Teacher (Class 4)

### Teaching Assistants

Mrs T Brincat	-	Teaching Assistant
Miss J Keith	-	Teaching Assistant
Mrs A Matthews	-	Teaching Assistant
Mrs C Porter	-	Teaching Assistant
Mrs S Van Zyl	-	Teaching Assistant
Mrs E Tasker	-	Teaching Assistant
Mrs D Turner	-	Teaching Assistant

### Non-Teacher Staff

Mrs M Barrett	-	School Secretary / Finance Officer
Mrs F Clift	-	Lunchtime Supervisor/Caretaker
Mrs N Davies	-	Lunchtime Supervisor
Miss J Keith	-	Kitchen Assistant
Mrs R Brook	-	Kitchen Assistant/Cleaner

## Governing Body

Foundation Governor	-	Mr J Piper (Vice Chair)
	-	Mrs P Lewis-Badgett (Chair)
	-	Mrs V Thomas
Local Authority Governor	-	Ms S Horniman
Parent Governor	-	Mrs J Handyside
	-	Mrs S Sewell
	-	vacancy
Co-opted Governor	-	Mrs S Van Zyl
	-	Mr A Harrow
	-	Canon Stephen Batty
Staff Governor	-	Miss H Varndell
Headteacher	-	Mrs C Staple
Clerk	-	Mrs A Smith

## DATA PROTECTION ACT

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, and characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The Local Education Authority has a policy on data sharing which has been agreed between the LEA and its schools. The LEA uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The Qualifications and Curriculum Authority uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DfES in order for

it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The Department for Education and Skills uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools, information about their pupils where they are lacking this information because a former school did not pass it on. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the school: Burton Bradstock School, Church Street, Burton Bradstock, Bridport, Dorset DT6 4QS
- Simon Cull, (the LEA's first point of contact for Data Protection issues) at Strategic Services, The Education Directorate, Dorset County Council, County Hall, Dorchester, Dorset, DT1 1XJ;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.