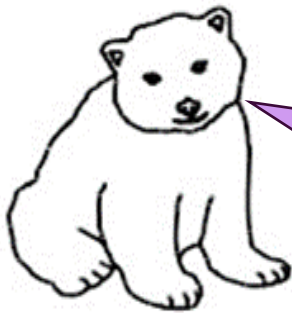




Bearwood Primary and Nursery School

LEARNING, ENJOYING,
& SUCCEEDING
TOGETHER!

Prospectus 2024 - 2025



Learning, Enjoying and
Succeeding Together!

Captured by a creative, relevant curriculum that inspires and promotes life-long learners, striving to fulfil their potential academically, socially, emotionally and spiritually within the community and the wider world.

Bearwood Primary and Nursery School

Headteacher: Mrs Cheryl Smith
Acting Deputy Headteacher: Mrs Hayley Goodfellow
Barons Road
Bearwood
Bournemouth
BH11 9UN

Telephone: 01202 590703
Facsimile: 01202 590703
Email: school@bearwood.poole.sch.uk
School Website: www.bearwood.poole.sch.uk

Chair Governors: Mr Ben Sargeant

Bearwood Primary & Nursery School is an academy school, part of The Hillary Partnership,
Hamwic Education Trust
Registered Office: Unit E, The Mill Yard, Nursling Street, Southampton, Hampshire SO16 OAJ

**For initial enquiries please contact: Mrs Sharon Tuley – Operations Manager
(e.g. pupil and parent matters - admissions, extended services, premises matters)**

Safeguarding/Child Protection

Bearwood Primary and Nursery School is committed to the safeguarding and welfare of children and expects all staff and volunteers to share this commitment.

If you have any concerns...
please contact the following people through the School Office:

**Designated Safeguarding Lead (DSL) – Mrs Cheryl Smith
(Headteacher)**

**Deputy Designated Safeguarding Lead (DDSL) – Mrs Hayley Goodfellow
(Acting Deputy Headteacher)**

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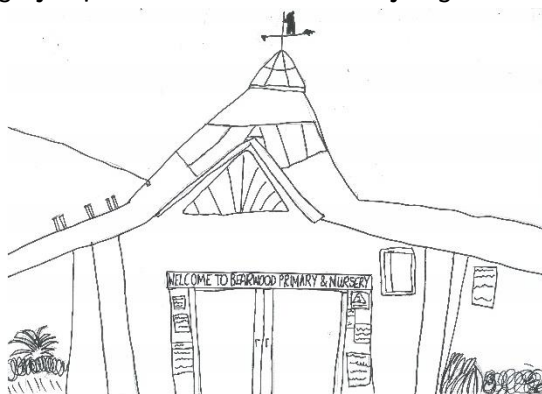
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Welcome to Bearwood Primary & Nursery School

We are delighted you are considering sending your child to our school or you have already chosen our school! We understand that choosing a school is a very important decision and we hope that this handbook and a visit to the school will help you in making that decision.

You will find Bearwood to be a happy and supportive school where all are committed to providing a high quality of experience and education for your child/ren.



Our School Vision

Learning, Enjoying & Succeeding Together

Captured by a creative, relevant curriculum that inspires and promotes ambitious life-long learners striving to fulfil their potential academically, socially, emotionally and spiritually within the community and the wider world.

At Bearwood Primary and Nursery School we believe that at the heart of effective teaching and learning is the quality of the relationship between the pupils and their teacher based on mutual respect. We have three rules that underpin our vision and behaviour we expect to see in school from all staff and children:

Be Ready, Be Respectful and Be Safe

Working together we can achieve our aims

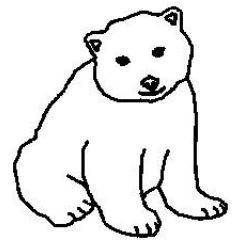
Equal Opportunities Statement

At Bearwood Primary and Nursery School we believe that every person, child and adult alike, is entitled to equality in all aspects of school life. Everyone should be respected and valued equally as individuals, regardless of any differences in age, gender, ability, race, disability, beliefs or responsibilities.

No-one in our school should feel afraid or intimidated by others for any reason whatsoever. This will enable us to work towards providing a happy, secure environment where all are encouraged to reach their full potential. You can find our [Equality Statement](#) on our website.

The Bearwood Bear School Logo

Our school is built on land once owned by the Earl of Warwick. His insignia is a “Bear and a Ragged Staff” and this can be seen on the road signs whenever you enter the county of Warwickshire. At the topping out ceremony to commemorate the completion of the school roof, the builders presented our school with a weather vane. On top of the weather vane is a “bear and ragged pencil”, very similar to the insignia of the Earl of Warwick. This can be seen clearly from the outside of the building or by looking up through the windows within the hall.



Bearwood School Plan



School Organisation

The school is organised into **four bases**.

STAGE	Curriculum Year Groups	Children's Ages
Oak Base Foundation Stage	F1 (Nursery) F2 (Reception)	3-5 years old
Holly Base Key Stage 1	Year 1 Year 2	5-7 years old
Willow Base Lower Key Stage 2	Year 3 Year 4	7-9 years old
Maple Base Upper Key Stage 2	Year 5 Year 6	9-11 years old

Your child will have their own class teacher. However, children may also be taught by other teachers from within the school or Supply when needed. All classes are supported by Teaching Assistants throughout the school day.

Admissions Policy

Parents are invited to visit the school before making an application for admission for their child. Please telephone the school for an appointment (01202 590703). For admission of pupils with disabilities please also see page 18.

The Governors of Bearwood Primary & Nursery School have adopted the BCP Council's Admissions Policy.

- Governors of Community and controlled schools have delegated responsibility for deciding admissions to their school. In carrying out this responsibility they must consider all those applications received by the deadline in accordance with the published priorities.
- Parents will be notified annually of the final date for applications.
- **Parents need to be aware that schools cannot reserve places, even for children attending our Nursery class. If you do not complete the Borough's application form and return it by the closing date your child may not be offered a place, as places are in high demand. If you wish for your child to attend our school, you will need to name it as your first preference on the application form.**

Further details of BCP's Admission Policy can be obtained:

<https://www.bcpCouncil.gov.uk/Schools-and-learning/School-policies/Draft-and-determined-admissions/Determined-admissions-2023-to-24/Primary/Bearwood-Primary-and-Nursery-School-Admissions-Policy-2023-2024.pdf>

Class Size

In Years R, 1 and 2 (ages 4 – 7 yrs.), class sizes may not exceed 30 due to national legislation contained within the Standards and Framework Act 1998.

[Nursery](#) aged pupils have a staffing ratio of at least 1 adult to 13 children; a separate brochure is available on the school website or from the school office with details of our Nursery provision.

School Uniform

We believe that our uniform looks smart and contributes to a feeling of belonging to our school. Parental co-operation is vital in maintaining our standards and we do appreciate your support. We have a uniform policy available to view on our school website.

Parents will appreciate that with so many identical items of clothing in school it is **essential** that all clothes are clearly labelled. (Labels can be bought from various outlets or names can be written on the clothes labels with a permanent marker.)

Our uniform consists of:

- purple jumper or cardigan with Bearwood School logo
- grey or black skirt or pinafore dress (just above/below the knee)
- grey or black tailored school trousers. (Leisure/fashion trousers e.g. joggers, leggings, bootleg etc., are not acceptable.)
- white shirt (with school tie), v-neck school blouse (with school tie)
- grey, black, or white socks
- sensible (flat/very low heeled) black school shoes (Boots are fine during the winter months but must be black, plain. Sports branded or canvas shoes are not part of our uniform and no open toed sandals - trainers are for sports lessons only.)

Optional Summer variation:

- lilac and white gingham dress
- short black or grey trousers or culottes
- shirts may be worn 'open necked' in the summer term but the emphasis should still be on a neat appearance and sun safety

P.E. and Games Kit:

We welcome children to wear their PE kit to school for the whole day when they are due to have a PE lesson. This enables a better use of learning time as the children will not need to get changed for each individual lesson.

For gymnastics and dance (indoors):

- plain white or black shorts
- purple Bearwood t-shirt, or plain purple T-shirt
- no footwear is required; please note that children with verruca's must have them covered

For games (outdoors):

- Plain dark shorts
- purple Bearwood t-shirt, or plain purple T-shirt
- children may wear a sweatshirt (plain) and/or tracksuit bottoms (plain black, grey or navy blue) over their usual kit in cold weather
- trainers
- football/rugby boots may be worn when appropriate.

Buying School Uniform

Uniform can be purchased from:

- PMG School Wear, 85, High Street, Poole BH15 1AH or their website: pmgschoolwear.co.uk
- It can also be ordered online from Brigade www.brigadeuniformdirect.uk.com

Non-logo items can be bought from most local supermarkets.

Crisis Payment for School Uniform

A crisis payment for school uniform is now dealt with through the school. There are only a few circumstances where this is payable. If you believe you may be eligible, please contact the office.

Lost Property

Children are taught to take care of their own belongings and those of others. Any belongings that have been found unnamed will be put into a bin located within each Base Cloakrooms. If a missing item cannot be found in one bin, it is always worth checking those in the other cloakrooms. **Lost property is not kept at the school office.**

Although reasonable care will be taken, Bearwood Primary & Nursery School cannot accept responsibility for lost belongings – PLEASE LABEL YOUR CHILD’S CLOTHES.

Hair, Jewellery and Make up

School is not the place to experiment with hair, jewellery and make up.

All hair at or below shoulder length must be always tied back in school, but especially during PE and games lessons. Hair ties and headbands must be small and discreet. Hair should be off the face, clipped back and not obscuring sight. Hair should be no shorter than a Grade 2 cut and pupils should not wear extreme hair fashions, including dyed or streaked hair and/ images or lines cut into the hair.

Make up is for special occasions out of school and must not be worn in school, this includes Nail Varnish and Glitter Tattoos or temporary tattoos. Rings, earrings, necklaces, and bracelets can be very dangerous both during PE lessons and in the playground. Other than small, plain ear studs, items are not to be worn in/to school.

Children must remove watches and ear studs at the start of PE lessons. Earrings that cannot be removed from newly pierced ears must be covered with tape before your child comes to school to minimise possible injury. The school cannot accept responsibility for any jewellery, lost watches or earrings.

We strongly recommend that studs and watches are not worn to school on PE days when they would have to be removed.

The School Day

The two sessions of the school day are:

Morning 9:00am - 12:00pm

Afternoon 1:00pm – 3:30pm



Mornings

School opens at 8:30am when the Oak base classroom and the green gates (beside the field) are open for children to come into the school grounds.

For Oak 1 children:

Our Nursery (Oak 1) provision starts at 9:00am, however, children are allowed into the Oak base classroom from 8:50am.

For Oak 2 children:

Activities are available in the Oak 2 classroom from 8:30am where the children are supervised and then complete registration at 9:00am.

For Year 1 – Year 6:

The playground is open from 8:30am where a member of staff is on duty and will accept responsibility for children. Please do not drop your child off before 8:30am as the playground is not accessible until then.

The school gate is locked at 9:00am. If, for any reason, your child arrives late at school, they should enter the school by the main door and report to a member of staff in the school office to be signed in.

Breaktimes

All children have a break mid-morning,

- Key Stage 1 children have theirs at 10:30am until 10:45am and again at 2:05pm until 2:25pm.
- Key Stage 2 children have their break at 10:45am until 11:00am.

Healthy Snacks

Children in Oak Base (EYFS) and Key Stage 1 have a daily snack of fruit or vegetable provided free by the Government. Children in Key Stage 2 may bring a named snack from home for morning break. This should be a piece of fresh fruit or vegetable or dried fruit e.g. raisins.

Drinks of water are available from the fountains during both break times and at lunchtime. Children may bring a clear bottle (with a sports type non spill cap) filled with water only for use in the classroom – squash/juices are not permitted except as part of your child's lunch.

Lunchtimes

Hot School Meals

We are able to offer hot school meals on a daily basis. Our supplier is Star Cuisine. Please order your child's meals through My Child at School (MCAS). You can place your order at any time up until cut off time of 16 days before the day your child requires a meal booked.

When placing your order, you can order weekly or for a full half term. If your child is going on a school trip and you have ordered a meal it will be converted to a packed lunch for that day. Please note that even if your child is entitled to Universal Free School Meals or entitlement Free School Meals

an order must be placed on My Child at School. We cannot feed a child that has not had an order placed for them regardless of their entitlement.

Packed Lunches

For those not wishing to have hot school meals, children can bring in a packed lunch. Parents are asked to send packed lunches in an appropriate container, clearly labelled with the child's name and class. We recommend that these are stored in insulated bags with freezer blocks when required to stop the food going off as we can only store them in a shaded area. For Health and Safety reasons we request that you do **not** send your child in with glass bottles or any form of nuts and sesame seeds (the latter due to some children/staff being allergic to them). As we are a healthy school, please do **not** include chocolate items, sweets or fizzy drinks with your child's lunch. Children bringing in a packed lunch must place them on the trolley located in their classroom ready for their lunch time. (In Key Stage 2 fruit for morning snack should be sent in separately with the child's name on it, so that children do not have to go to their lunch box until lunch time). Children whose families are on a low income may be eligible to apply for free school meals. Free school meals are granted to children who fall into one of the following categories:-

- Children whose parents income is less than £16,190 (as of date of entry and as assessed by the Inland Revenue) and who are receiving either Income Support or Child Tax Credit
- People who receive Income Support
- Income Based Jobseekers Allowance/Employment Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Children whose parents receive the guaranteed element of State Pension Credit
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

If you believe you are eligible for free school meals, please apply using the online form application from <https://online.bcpccouncil.gov.uk/services/?returnurl=freeschoolmeals>. When the authority awards free school meals, the grant will be for a specific time.

Going Home Safely

The school day finishes at 3:30pm. For Nursery the school session finishes at 12pm.

As part of our safeguarding procedures, we do not expect children in Oak Base, Holly Base or Willow Base to leave the school building without an adult. Children in Oak Base should be collected from the side gate outside their classroom. Children in Holly Base and Willow Base should be collected from their classroom door.

We recognise that as some children reach Year 5 and 6 they may feel more confident and ready to travel home on their own with parent/carer permission. We are not willing to allow children to travel home alone from school without this consent. Therefore, those in Maple Base, with parental / carer permission, are allowed to leave the classroom independently. It is important that you feel your child is mature enough to accept this responsibility.

During winter months when the nights draw in, all pupils will be expected to be collected from After School clubs. Please ensure that the school are aware of any changes to your normal going home routine.

Oak Base Nursery	Collect from classroom door @12pm
Oak Base Reception	Collect from cloakroom door
Holly Base	Collect from classroom door
Willow Base	Collect from classroom door
Maple Base	Collect from classroom door OR with parental permission - child to leave the classroom without an adult

Occasionally, an emergency may make you late for collecting your child from school. Please take a few moments to telephone the school to alert us. When you arrive at school, please collect your child from the main entrance, or provide the name of another trusted adult you have given permission to, to collect your child along with a password to enable us to release your child/ren into their care.

If you have made arrangements for your child to be collected from school by an 'After School Club', please email the school with details of the arrangements.

Travelling to and from School

Bearwood Primary and Nursery School has a 'Healthy School' ethos and so encourages as many children as possible to walk or cycle to and from school.

If your child walks to school and needs to cross over King John Avenue, please encourage them to always use the Zebra Crossing to cross over the road. Care needs to be taken walking along Wheelers Lane where there is no pavement.

Children should enter the school through the main gate which allows them to access the school from the pavement.

On those occasions when children have to be brought or collected by car, we ask that you park in nearby roads, without obstructing access to neighbouring properties and walk your child into school. The school car park is currently closed to parents unless a parking permit has been applied for via the school office. Parents / Carers who are blue badge holders may apply.

We also offer cycling spaces under cover within the school grounds though the school will not accept responsibility for the bikes left there. We encourage our cyclists to wear helmets and to lock up their bikes with a padlock.

In addition to the covered cycling shelter, there is also a Scooter Park where pupils may leave their scooters if they wish to bring them to school. However, the school will not accept responsibility for any that are left there.

For the safety of all children, please drive slowly in the vicinity of the school and not above 10mph within school premises. The safety of our children and the school community is paramount.

Emergency Closure of the School

These are ways in which you will be informed of emergency closures and subsequent re-opening of the school or other emergency situations.

- Bearwood website - www.bearwood.poole.sch.uk
- MCAS – My Child at School App Bearwood Primary and Nursery School

We urge all parents to activate their MCAS accounts and ensure that their email address and mobile phone numbers are correct within the Personal Details available on the Data Collection Form. The text message is a very straightforward way for the school to advise parents quickly of unexpected changes e.g. School closure due to bad weather, or other emergencies in school, we would also use this method if there were any problems relating to school trips. Please click here for our [Emergency School Closure Policy](#)

Wrap Around Care Provision

We have agreed terms with a local provider, Tops Day Nursery, on Magna Road. They provide a drop-off and pick up service to school and to take on the Breakfast and After School wrap around care. This provider offers a much-expanded service from what we have now, with planned activities and a more structured approach.

The costs will be approximately £18.95 for after school club and £9.62 for Breakfast Club. This includes the drop off to school in the morning and pick up after school. Parents will drop off and pick up from Tops themselves.

We are of the understanding that childcare vouchers can be used for payment.

All bookings and enquires will need to be through Tops, school will not be involved in any way, beyond ensuring the children booked are ready to be collected.

Please click [here](#) to visit their site.

School grounds – Playground provision

EYFS Playground

Children in our Reception Class (Oak 2) have their own area to play at lunchtimes. In the summer term, prior to moving into Year 1, they start using the larger playground and field with the other children.

The Main Playground

At Bearwood Primary and Nursery School we are very proud of our playground. It is filled with exciting and stimulating activities where children can use their imagination and develop their skills and coordination whilst benefiting from being healthy and active. Advice and inspiration for the playground has been sought from a range of people with pupils leading the development of the design. The use and design of the playground is regularly reviewed and further developments made as required.

Our playground provides space for active, creative and quiet play to provide the children with a range of activities.

Midday Supervisors ensure a wider range of activities are on offer during the longer break at lunchtime.

Safety

The equipment has been chosen to ensure that it is safe to use whenever the weather is suitable for outdoor activities. The only exception to this is the 'Adventure Trail' and the 'Gym Equipment' which is not used when wet.

The activities in the playground have been designed to encourage children to be active and develop their coordination. Please ensure that your children wear suitable footwear (as described on page 7) so that they can play safely.

The playground has been designed for supervised use during school hours. It would be appreciated if you would support us in ensuring that your **children do not use the equipment outside of these hours.** **The school will not be responsible for children using the equipment at these times.**

Sun Safety

We encourage our children to be safe in the sun. Please put sun tan lotion on your child **before** they come to school if necessary. Please note that sun creams are **not** allowed in school due to the risk of allergies.

Attendance

It is important for your child's future that he or she makes the most of his or her time at school. This means attending regularly and turning up on time, qualities valued by employers. Good attendance is considered to be 96% plus.

Every school has a legal duty to ensure children have the opportunity to achieve at school. The Senior Leadership Team meet regularly to monitor attendance and identify all pupils whose attendance falls below 95%. The Headteacher will contact parents/carers if there are concerns about the level of attendance or punctuality at school. If there is a problem or medical condition that is likely to continue to affect attendance, please contact the Headteacher.



Attendance @ Bearwood Primary & Nursery School

Easy as

- 1 There are 190 school days in a year; this leaves 175 days to spend on family time and holidays.
- 2 It is the responsibility of parents and carers to ensure that their child(ren) attend school every day and on time.
- 3 The school opens at: 08:30am; registration is from 8:50am. Please arrive as close to 8:50am as possible to maximise learning opportunities for your child.



Attendance Matters

Every student Every Day

We're here to help!

We understand that there are many reasons why children may be absent or late for school. Please speak to staff about ways that we can support you with this.

Equates to number school days off each year		
	100%	> Perfection
4 School days missed	98%	> Impressive
6 School days missed	97%	> Good
7 School days missed	96%	> On Target
9 School days missed	95%	> Slight Concern
13 School days missed	93%	> Concerns
20 School days missed	90%	> Very Concerned
30 School days missed	85%	> Serious Concerns

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	almost 1.5 years
1 day per week	40 days per year	8 weeks per year	over 2.5 years
2 days per week	80 days per year	16 weeks per year	over 5 years
3 days per week	120 days per year	24 weeks per year	almost 8 years

Key Contacts:

Attendance Champion:

Mrs Cheryl Smith

Attendance Officer:

Mrs Hannah Rose

Leave of absence is only given in very exceptional circumstances. We have a duty to follow the Local Authority code of conduct for issuing Fixed Penalty Notices for absence.

Our Attendance Policy should be read in conjunction with the Child Protection and Safeguarding Policy.

Reporting Absences:

A parent/carer must notify the school of the reason for a child's absence before 09:00am on the day of absence.

To report absence please:

Phone the school by 09:00am using the absence line (01020 590703) on the first morning of absence and each morning after that.

This helps us keep your child safe.



How to report when your child is absent

First Day Absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

- Contact the school office via the absence line (01202 590703) as soon as possible on the first day of absence by 9:00am where possible.
- If contact is not made by the parent/carer, then the school will phone, email and/or text the contacts listed for the child to endeavour to make contact.
- If we are unable to make contact or ascertain sufficient reason for absence, a member of staff may make a home visit.
- Records of the above will be made available to social care in the event of any Missing in Education investigation.

If your child is absent, we will:

Telephone on the first day of absence if we have not heard from you; this is because we have a duty to ensure your child's safety as well as their regular school attendance. If we are unable to reach you and do not hear from you by 10am, your child's absence will be recorded as unauthorised.

Missing school can mean missing out. Talk to us if your child is having difficulties coming to school.

In the event of your child being absent, to support attendance we may:

- make daily contact with you to seek information on your child's well-being and reason for absence
- visit you at home as part of our safeguarding responsibility
- meet with you and your child to find agreed solutions to any barriers in attending
- make reasonable adjustments to help your child attend
- work with you to decide on a plan to include your child's voice in helping them attend
- Follow all DfE guidance and our graduated response if absence is unauthorized and attendance falls below 90%.
- seek outside agency help as needed
- keep records of any absence and reasons for absence
- inform the local authority if needed

Please note after three days of absence, if your child is not seen and contact has not been established with any of the named parents/carers, the school is required to start child missing in education procedures as per the DfE guidance [Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk). We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and/or wider family.

Request for leave of absence - holidays during term time

The DfE states: 'Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.'

Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances only and this is not the norm. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all.

The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable circumstances (which means the event could not reasonably be scheduled at another time). Circumstances will vary from family to family.

There is no legal entitlement for time off in school time to go on holiday and, in the vast majority of cases, holiday will not be authorised.

Parents/Carers wishing to apply for a leave of absence need to fill in an application form (available on request from the school office) in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will automatically be unauthorised and if the number of sessions absent exceeds 10 sessions, the school may request the Local Authority to consider issuing a fine or a warning letter.

Taking holidays in term time will affect your child's schooling as much as any other absence and as such, we expect parents to help us by not arranging holidays during school time. Unauthorised absence of more than 10 sessions (a session being one morning or afternoon) in a ten-week period can be issued with a penalty notice.

School work for pupils that are absent will only be provided during exclusions or long-term medical absences and not during unauthorised absences.

Religious Observance

We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs.

The absence will be authorised. We ask that the parents/carers notify the school in advance.

Absence for illness and medical needs

Medical Appointments During the School Day

Please give your child a note with details of the times and reason to hand to the class teacher or notify the office and provide a copy of the appointment letter **prior** to the appointment. When collecting or returning your child from an appointment during the school day, please check them in and out at the office in order to maintain an accurate register.

Exclusion Times for Infectious Illnesses and medical conditions

Skin Conditions (as per guidance from Health Protection Agency)

Chickenpox	Six days from appearance of rash
German Measles (Rubella)	Until recovered from symptoms
Measles	Four days from appearance of rash
Mumps	Until swelling has subsided
Whooping Cough	Seven days after starting treatment
Conjunctivitis	Until treatment started
Impetigo	Until treatment started & infected area has healed over
Verruca	Cover infected area when participating in barefoot activities
Scabies	Until treatment started
Ringworm	Until treatment started
Head Lice	Until treatment started (the whole family should be treated with the recommended lotion which is available at any chemist).

Prevention

We take particular care to prevent outbreaks of tummy upsets. Please keep your child off school for **48 hours after** the last attack of diarrhoea or vomiting. This is important to stop the spread of infection.

Please remind your child to wash his/her hands after going to the toilet and before eating their lunch.

First Aid/Sickness in School

The school has a number of qualified First Aiders among teaching and non-teaching staff. First Aid in school is intended for minor ailments, nosebleeds, bumps and grazes only. It provides for an otherwise healthy child to continue their day in school.

Children who complain of feeling unwell, or who need more specialist attention will be sent home. **It is therefore essential that the school has a current daytime telephone number for this purpose and two alternative persons to contact should you be out.**

Bumped Heads

If your child has bumped their head at School a call will be made to the parent to advise. The child will also be given a 'Bumped Head Sticker' so that all staff are aware.

Head Lice

Head lice are a community based problem. Parents need to be aware of what to look for and how to treat.

Head lice are tiny creatures, just one or two millimetres in size. Children and adults can catch them and contrary to popular myth, these small insects are not attracted to dirty hair. They feed on blood from the scalp and the warmth incubates new eggs which are cemented to strands of hair. They are

spread by head to head contact. After some weeks of infestation itching will occur. Your GP or local pharmacist can advise you on appropriate methods of treatment.

Prevention: Ensure your child's hair is thoroughly combed daily and check the hair regularly to spot any infestation early. **Parents are responsible for checking their own child/children**, but help can be accessed from the School Health Team (Tel: 01202 305054), Practice Nurses, Chemists and Health Visitors.

Administration of Medicines

There may be occasions when a child returns to school after an illness when a course of treatment is not finished. Medicines prescribed for 3 times a day should be given at home; morning, afternoon and bedtime. **Medicines will only be administered at school, where more than 3 doses a day are required and on completion of the 'Request for Medication to be administered at school' form.**

This must be prescribed medication and have the original prescription labels detailing the child's name and dose. Medication should be handed into the school office each morning and collected at the end of the day.

Please note that school staff supervise children taking medicines as a courtesy and not as a duty. Responsibility for children's medication remains with the parents.

Children are encouraged to keep their own inhalers in a safe place in their classroom so that they are easily accessible when required. These inhalers should be labelled with their name and class.

For those medications that need to be administered on a long term basis, please contact the Headteacher for advice.

Pupil Information

It is essential that you keep the school updated with any changes to your contact details in order that we may contact you in case of an emergency. This includes having a minimum of 3 emergency contact numbers recorded for your child.

It is also extremely important that the school is notified of any change of circumstances regarding:

**Health
Address
Telephone Number
Parental Responsibility**

You can do this by amending your details via the My Child at School (MCAS) app that you can download to your phone or by visiting the website. The link is on the Home page of the school website.

Disability Equality Scheme

The school will make arrangements for the smooth admission of pupils with disabilities whenever possible, and take steps to ensure that disabled members of the school community are not treated less favourably than others. The school premises are on one level and fully accessible by pupils with disabilities. Parents of pupils with disabilities are requested to complete a Healthcare Plan and provide additional information as appropriate. Parents and carers with disabilities are also given the opportunity to share accessibility needs with the school so that everyone feels welcomed and valued.

Medical Information

Parents must complete a school medical form for all children who have a long term medical need. **Contact details must be up to date at all times.** When the school may need to make different provision for a child with a long term medical need, parents will be contacted by the school nurse to complete a more detailed healthcare plan.

School Health Service

Your child will be medically examined during the first year at School. You will be notified when this examination will take place. Children in Year 6 will also be weighed and their height measured by the School Health Service as part of the Governments drive to reduce obesity in school children.

Pastoral Care

We regard the school as a large family where the children are encouraged to take pride in themselves and their environment, to show consideration and respect for each other and to be trustworthy and hard working. The class teacher, who knows each child well, is responsible for the pastoral care of the children in his or her own class.

Should you have any concerns about your child's well-being, please contact your child's class teacher in the first instance, either in person at the end of the day; by sending in a note or contacting the office for an appointment.

Pupil Engagement Officer

At Bearwood we are fortunate to have a Pupil Engagement Officer whose role is to monitor the social, emotional and well-being of pupils. She provides advice and guidance to parents on a range of family issues such as relationship issues, sleep, bedwetting and attendance. Her role is to signpost to outside agencies. She also supports family relationships, debt, mental health, domestic violence and alcohol abuse. Please contact the school office if you would like a meeting.

Safeguarding & Child Protection

Bearwood Primary & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

School staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly the investigation agencies.

School staff should act within procedures set out in Keeping Children Safe in Education (KCSIE) and in Bearwood's Safeguarding and Child Protection Policy. The safeguarding team have designated responsibility for the safeguarding and child protection of the children in our school:

**Designated Safeguarding Lead (DSL) – Mrs Cheryl Smith
(Headteacher)**

**Deputy Designated Safeguarding Lead (DDSL) – Mrs Hayley Goodfellow
(Acting Deputy Headteacher)**

If you have any safeguarding concerns, please contact either of the above names people through the School Office.

Behaviour Expectations

At Bearwood Primary and Nursery School we believe that at the heart of effective teaching and learning is the quality of the relationship between the pupils and their teacher based on mutual respect. As a school we adopt a Trauma Informed approach when supporting pupil behaviour.

At Bearwood Primary and Nursery School we have three rules that underpin the behaviour we expect to see in school from all staff and children.

Be Ready, Be Respectful and Be Safe

We expect to hear the language of Ready, Respectful, Safe being used by children and staff.



Consequences

At Bearwood we use a graduated response to ensure the right support is used to support those children who are unable to meet the behaviour expectations. All teaching and non-teaching staff respond to disruption of learning in a predictable, prompt and assertive manner aiming to deter, prevent or improve the behaviour. Following a trauma informed approach, staff should ask themselves 'What has caused this behaviour?' and follow the below procedures to ensure that pupil can remain in the right zone for learning.

Further information about our behaviour expectations can be viewed in our Behaviour Policy available on the school website.



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Be Ready

What to expect from the adults in our school.

Be ready for learning – know the learners in their care, be organised with lesson resources, plan structured lessons, create a calm environment.

Be respectful – friendly and polite, model the values, develop excellent relationships, recognise and praise positive behaviours, listen and stay calm.

Be safe – be consistent in their responses, explicitly model and teach expectations, prevent and de-escalate, follow up situations, log behaviour and concerns and listen to worries.

Be Respectful

Behaviour Expectations

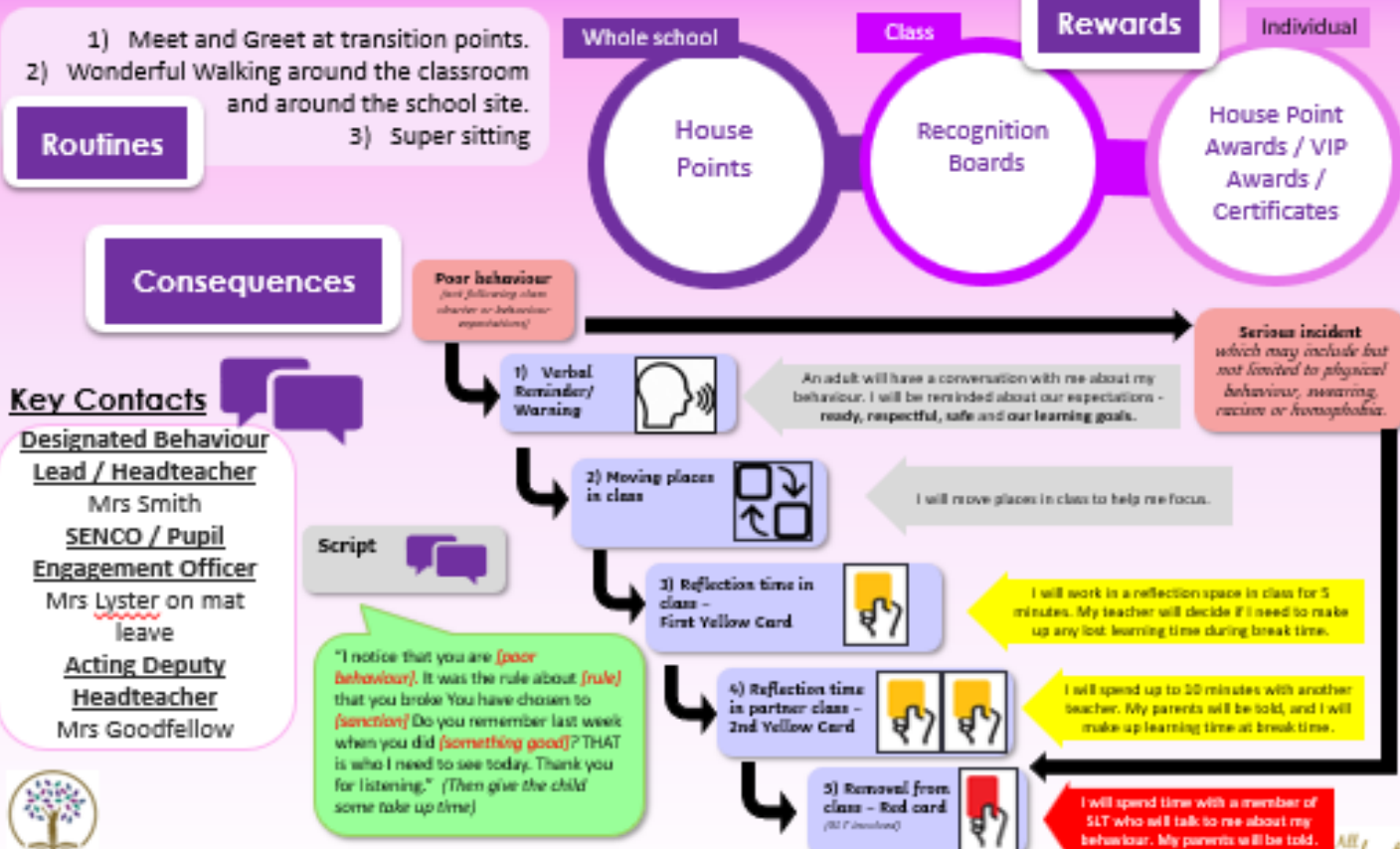
Be ready to learn – arrive at school on time, equipment ready, uniform looking smart, work hard, good listening and follow the 4B's.

Be respectful – friendly and polite, listen when others speak, take turns, help others and look after the property of our friends and the school.

Be safe – use kind hands, feet and words to help keep us and others safe, move around school in a safe manner, listen and follow instructions, use equipment safely and tell an adult if you feel unsafe.

Be Safe

What to expect from the pupils in our school.



Clubs – Extra Curricular Activities

Bearwood School offer a variety of extra-curricular activities. This is seen as a valuable contribution to a child's education. Some activities are offered voluntarily by staff who run them in their own time; some activities are provided by other agencies free, or with a charge. Activities take place at lunchtime or after school. Children and parents will be notified termly of the activities available to the children and how they can participate. These are also available on the school website.

If an after school activity has to be cancelled at short notice, i.e. on the day itself – due to staff sickness or other unforeseen circumstance – we will endeavour to contact you to arrange for your child to be collected at normal time.

Pupil Responsibilities

Following a 'careers' approach, we encourage children to have "jobs", important roles and responsibilities including: School Council Representatives, Office Angels, Reading Champions, Eco team, Reporters and Photographers, Culture and Charity Councils among others. All children will have time to explore their chosen careers, creating an ethos of community and responsibility.

Children will "report to work" on a Friday afternoon to carry out their planned responsibilities. They will continue in their roles for a term, and at that point they will have time to reflect, resign and re-apply, either to the same role or a different role. Line managers (staff) will ensure that careers sessions are planned and that the work carried out contributes to the school as a whole. Additionally, visitors will be planned in to ensure that children are exposed to a wide variety of careers that address biases and stereotypes.

Our School Council

At Bearwood Primary and Nursery School, we value the ideas and opinions of our children. In order to provide a forum for all children to have a 'voice' we have Class Councils weekly which take place in each class with all the children and their teacher. All the children are trained at holding meetings, taking minutes and setting agendas.

Being a school council rep is considered to be an important role in school, thus the children are encouraged to think carefully before committing themselves to a year in 'office'. Hustings are held, where the children can explain to their classmates why they feel they would make a good school rep. Elections are then held, with each child being given the opportunity to vote for their chosen candidates. The School Council meet throughout the year to work on themes raised from class councils by members of the staff or community with some issues being quicker to resolve and others taking a longer period of time.

Assemblies

Children at Bearwood Primary and Nursery School participate in assemblies daily and are a mixture of whole school, class or house based. Oak 2 class have assemblies in their base until the second half of the Spring term, where they will begin to join relevant assemblies aimed at their age and attention.

Assemblies are an opportunity for the children to explore values linked to our vision and ready, respectful, safe rules. Where possible we will invite visitors into school to present relevant assemblies covering safety, wellbeing and worldviews.

Each week, classes hold a celebration assembly where individual children are celebrated for their achievements that week. Class teachers select 2 children for displaying **'ready, respectful, safe' or excellent learning behaviours**. We also celebrate good routines that underpin learning such as attendance, punctuality, homework and PE kit.

These names are then published the following week in a 'Marvellous Monday' newsletter sent out on Mondays.

Parents may withdraw their children from all or part of the collective worship / assemblies provided. These parents should put their request in writing and discuss their wishes and alternative provision with the Headteacher.

Special Educational Needs and Disability (SEND)

At Bearwood Primary and Nursery School we believe that each child is special and should be valued and responded to as an individual. When we use this term 'special needs' at school, however, we are referring to the legal definition.

COP 2014 definition

- A pupil who has significantly greater difficulty in learning than the majority of others of the same age.
- A pupil who has a disability which prevents or hinders them from making use of the educational facilities of a kind generally provided for others of the same age in mainstream education.

Provision for identifying, assessing, monitoring and providing for pupils with special educational needs is stated in the SEND Policy. Provision at Bearwood Primary and Nursery School is overseen by the Governors and Headteacher, and implemented by the SEN Co-ordinator (SENCO).

Once a potential SEN is identified the class teacher and SENCo will analyse pupil's needs. In collaboration with parents, they will plan intervention and support to help the pupil both at home and school. Provision will be reviewed and if a pupil is not making progress, a referral may be made to an outside agency. The outside agency will provide additional advice to the class teacher for meeting the learning needs of the pupil.

The school uses its SEND budget flexibly to support the identified needs within the school. The school may take advice and support from Outreach (provided by Linwood), Educational Psychology Service, Speech and Language Therapy, Vision Impairment Unit as well as SEND and behaviour support from Hamwic Education Trust.

A reference copy of the full Special Educational Needs and Disability policies are available on the school website. The Special Needs Co-ordinator can answer any queries on these policies.

Stormbreak – supporting pupil mental health

All children at our school have the opportunity to take part in Stormbreak activities throughout their school day. This is a programme designed to bring movement into a child's health and well-being, developing the skills of Resilience, Relationships, Self-care, Self-worth/ efficacy, Optimism and hope.

Managing emotions and behaviours are addressed through these activities and help children to establish their own self-regulation strategies. All staff are trained in conducting Stormbreak sessions. For more information visit the Stormbreak website: <https://www.stormbreak.org.uk/>

Teaching your Child

Members of staff use a variety of teaching styles and techniques, which relate to the task and the needs of the children in the classroom. These include whole class teaching and group work; both mixed ability groups and groups organised according to ability; working in pairs and individually.

The Curriculum

The curriculum your child is taught is based on the [Early Years Foundation Stage \(EYFS\) statutory framework](#) for pupils in the Nursery and Reception Years and the [National Curriculum](#) for pupils in Years 1 – 6. We have mapped out the curriculum we teach in each base and can be viewed on our school website: [Our Curriculum - Bearwood School](#). We provide a knowledge rich curriculum across all our subjects and provide knowledge organisers for each unit so that our children are able to build on prior knowledge and learning to help them link concepts and further their understanding.

Monitoring Pupil Progress

The school tracks the progress of every child. Their progress in Reading, Writing and Maths is formally reviewed half termly and this is used by teachers to inform next steps in learning.

Home Learning

Our curriculum includes a programme of home learning activities designed to reinforce or extend the work taught in school. Home learning is shared with children and parents/carers every Wednesday and is expected to be completed via the following Tuesday.

Home learning includes an element of online activities, making use of Times Table Rockstars app and Spelling Shed app. A key home learning activity every week is reading with your child on at least 3 occasions. A home learning diary is provided for parents / carers and children to log when they have read.

Our home learning policy is shared on the Parents/Carers My Child at School app for parents to read to their child/ren and for them to agree to follow it. It also gives details of the home learning programme and advises parents on how best they can support their children in completing their home learning.

Religious Education (RE)

We follow the BCP locally agreed syllabus for teaching Religious Education, which can be accessed here: [3 BCP Agreed Syllabus for Religious Education 2023-2028 PQ \(eduknowledgehub.co.uk\)](#).

Parents may withdraw their children from all or part of the religious education and collective worship provided. Parents should put their request in writing and discuss their wishes and alternative provision with the Headteacher.

ICT Acceptable Use

As part of our commitment to learning and achievement we at Hamwic Education Trust and Bearwood Primary and Nursery School, want to ensure that the internet and other digital technologies are used to:

- Raise educational standards and promote pupil achievement

- Develop the curriculum and make learning exciting and purposeful
- Enable pupils to gain access to a wide span of knowledge in a way that ensures their safety and security

A copy of our policy and permission form is shared with Parents/Carers on the My Child at School app and the school website.

Taking Photos at a School Event

Parents may take photos and video at school events for their own personal use – **and such photos must not be posted on any internet site.**

Charging and Remission Policy

Charges for activities and events organised by the school may be requested for the following:

- Ingredients and materials used in school (e.g. cooking, model construction) when the parents express the desire to own the finished product;
- Activities which take place in school hours (e.g. visiting speaker);
- Extended visits which take place during the school day and beyond (e.g. theatre visits, field trips, residential visits);
- Activities which take place after school hours (e.g. sports tournaments, discos, concerts);
- Instrumental tuition provided by specialist providers, including the cost of hiring the instrument.

Each visit or activity will only take place if sufficient voluntary contributions are received to enable us to fund it.

In cases of family hardship (e.g. where parents are in receipt of income support or E.S.A) the Governors may be prepared to meet all or part of the cost of visits and activities. Parents requiring such assistance should apply, in confidence, to the Headteacher.

If the shortfall on voluntary contributions is so great that the visit or activity is cancelled, all monies collected will be returned.

If a child is unable to take up their place on a visit due to illness or other unforeseen circumstances, the school will be unable to refund any payment which has already been made to another organisation.

These visits and activities enhance and support the school's curriculum and we rely on our close partnership with parents to help us provide the best opportunities for the children in our care.

It should be noted that:

- Parents will always be notified of occasions when children will be taken off school premises for educational purposes though permission will not be required.
- The school reserves the right to leave behind any child whose behaviour is a danger to him/herself or to others.

Charges for lost or damaged property

Children are taught to take good care of school property including Little Wandle Phonics books and library books which children can take home.

A nominal charge of £5.00 is made towards replacing the book should a library book be lost or damaged. Similarly, parents are asked to make a donation towards any deliberate damage of school resources/ premises.

Volunteer Helpers

Some parents and friends have time during the school day when they are able to come into school and help with a variety of activities, such as listening to children read, helping with activities in the classroom, making materials and displaying work. Other parents who have time in the evenings or at weekends help with making materials and learning games. A small number of parents assist with out of school clubs and sports activities. From time to time parents assist teaching staff on educational outings and residential trips. Children benefit enormously from working with adults. If you would like to help regularly or occasionally, please contact the school office.

Please note that volunteers will need to complete an application form and they will be checked by the DBS (Disclosure and Barring Service). The school office staff will assist you in this.

Home – School Links

We believe that parental attitude to a child's schooling is a very important factor in the success of that child's education. At this School we lay great stress on the value of home/school co-operation. Our Home-School agreement sets out ways in which we can support each other, and includes reference to our Home Learning and Behaviour policies which are available to view on our school website.

If we are concerned about your child's progress, happiness or behaviour we will contact you. Likewise, would you please contact us if there should be any circumstances that may affect your child's happiness, behaviour or progress?

You can update your child's teacher by sending a note in with your child, or contacting the school office. It will often be possible to see the teacher at the end of the school day when you collect your child. Please try to avoid before the school day when the teachers are setting up lessons for the day and whenever possible provide any information in writing.

Class teachers welcome parents at any mutually convenient time. To contact us please send a note to your child's class teacher or telephone for an appointment and give some indication of the matter you wish to discuss. We will get back to you to arrange a meeting within 24 hours.

We also invite all parents to Parents' Consultation Evenings in the Autumn and Spring terms. You will also receive a written End of Year Report in July.

There will be many opportunities to be an active partner in your child's education. Spending a few minutes daily to talk about the day and understand what your child is doing at school, supporting a good home learning routine, attending class assemblies, school performances, visiting the library and places of interest to special events like sports days.

Parent and Friends Association - PFA

Bearwood Primary and Nursery School has a Parents and Friends Association (PFA). The objectives of the Association are to advance the education of the pupils in the School by:

- Engaging in activities that support School.
- Providing and assisting in the provision of facilities or items for education at School (not provided for from statutory funds).

Developing more extended relationships between staff, parents and other associated with, or interested in, the School.

The PFA have provided our school with funds towards equipment for our School Playground; purchased costumes for performances and resources for each classroom.

The Annual General Meeting of the PFA takes place each year in the Autumn Term when a new Committee is formed and constitutional changes can take place.

All members of the school community are automatically members of the PFA. New ideas for fund raising and social events and offers of help are always welcome.

Further information is available on the PFA Notice Board by the parents' waiting area. The PFA committee can be contacted through the school office.

Security

It is the right of every child and member of staff to feel safe and secure whilst in school. Parents and visitors are reminded to always enter the building via the main entrance and report to the office.

All visitors to the school need to sign in at the office in the presence of a member of staff. They are given a security badge which must be worn at all times. Visitors wearing other badges e.g. BCP council services will also be required to sign in and wear a school security badge.

Moving on to Secondary School

At the end of Year 6, children leave Bearwood School and move on to a Secondary School. Currently many children choose to go to Oak Academy, the nearest school, whilst others will choose to attend an alternative school in Bournemouth or Poole.

Details about the application process are provided in the summer term of Year 5, one year before children start Secondary Schools. Once places at Secondary Schools have been confirmed, senior teachers may visit the school each year to talk to the children about their school. Transition events will take place to ensure that children know what to expect.

Governing Body

The Governing Body makes decisions about how the School is run. It has many legal duties, powers and responsibilities, including the selection of staff, the oversight of the curriculum and the organisation of the school budget.

School Governors include:

- Parents
- Staff
- Persons appointed by the Local Authority
- Community representatives

Parent Governors:

- Have a child in the school;
- are elected by the parents of the school;
- serve, as do other governors, for a term of 4 years.

Parent Governors bring a parent viewpoint to the governing body but they speak as individuals. They are not delegates of the parents. An up to date list of governors is included in the Annual Information Handbook published to all parents each September.

Governor Meetings

The full Governing Body meets at least once a term. A copy of the Minutes of Governing Body Meetings is available for you to read in the school entrance hall.

OFSTED

Bearwood Primary & Nursery School was inspected in September 2019 as part of the national programme of school inspections. The purpose of such inspections is to look at the work of the school and the judgements the school is making about how well it is doing and what its improvement priorities are. Bearwood Primary & Nursery School were awarded a GOOD rating.

OFSTED Inspection Report

Dates of Inspection: 17th to 18th September 2019

Reporting Inspector: Jen Southall

A copy of the full Inspection Report is available on the school website or at www.ofsted.gov.uk.

Privacy Notice – Data Protection Act 2018

We, **Bearwood Primary and Nursery School**, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DFE). If you want to see a copy of the information about you that we hold and/or share, please contact **Mrs S Tuley** school@bearwood.poole.sch.uk

The Bearwood Primary and Nursery School Prospectus file contains:

- School Prospectus
- Key dates for the year
- The Early Years Handbook (for children starting in Reception)
- Home Learning Policy
- Information about treating head lice
- Absence from School – First Day Contact information – Please complete and return to school
- Compliments, Concerns and Complaints a Parents' Guide

Parents will be informed of any changes to the information in the prospectus through the school newsletters, which are also available on our school website.

We welcome your feedback on our Prospectus and Website.

Does it contain the information you need to know? Is it clear? Is there anything else you would like to be included? Please contact the school office by letter or email with your comments.