

Newbridge
Primary School



Our Prospectus

Newbridge Primary School



THE SCHOOL SITE

Newbridge Primary School is a Bath and North East Somerset county school with approximately 420 pupils on roll. It stands in extensive grounds on the western outskirts of Bath, between Newbridge Road and Newbridge Hill. The primary school was established in 2006, using the former infant and junior school buildings.

The upper school, for year groups 3 to 6 is a two storey building and the lower school, for Reception to Year 2 is a series of single storey buildings. These are connected by walkways. The administrative/reception area

sits between the two buildings, linking the school together.

There are school halls in both sides of the school which are used for assemblies, PE and meal times. We have a school lending library based in the upper school and a number of smaller teaching areas around the site.

The external environment is extensive and includes a number of play areas, a field and a large conservation area.



THE ORGANISATION

The school is organised into 14 classes with two classes in each year group.

The organisation of teaching staff is: Headteacher, Deputy Headteacher, four Phase Leaders (experienced teachers who have management responsibility for the teaching and learning in the four phases; Early Years Foundation Stage, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2). The Head, Deputy Head and Phase Leaders make up the Senior Leadership team.

The teaching staff are ably supported by a team of experienced Teaching Assistants. The running of the school management and finance is overseen by our administration team who are based in the administration area.



Lunchtimes are staffed by a team of SMSAs (School Meals Supervisory Assistants) who organise and care for pupils through the lunch break. The school has a site manager, who oversees the extensive grounds and buildings and all school meals are cooked on site by our catering staff.

OUR VISION

Together we share a passion for education, which we believe should be engaging, real and relevant and prepare children for the next stage of their lives. We support our children to aspire to be the best they can be. We help them to be responsible for themselves, while respecting others and the world around them. We encourage them to find value and enjoyment in learning, both now and throughout their lives.

Although unified through our shared vision and values, we also recognise that each part of our school community has its own focus. Several of our children, parents, staff and governors have collaborated to write a statement that best captures each area of focus.

WHAT THE CHILDREN SAY:

Our school is special because everyone is respected for who they are and are supported as individuals. No-one feels left out; it is like being part of a big family. We also make the most of our good indoor and outdoor space and have lessons inside and out, including Forest School. The list of clubs is endless. They boost our confidence and give us good opportunities to develop our talents.



We also have a great variety of exciting school

trips, including amazing residential. Everyone has the chance to achieve the best they can and have fun doing it; we like to go home with a great big smile on our faces.

These opportunities help improve our teamwork and give us the chance to learn new skills. We have caring teachers who reassure us, keep us safe and inspire us with their enthusiasm. Older children look out for the younger children, so everyone enjoys school and has fun. It doesn't matter how old you are, or what you look like, we are all treated equally.

We have brilliant facilities such as: a library, ICT suite, adventure trail, four playgrounds, a conservation area and a massive field. We love to learn and are always ready to find out something new. Kindness and friendship are never far away. If you're a new pupil at Newbridge, you'll have a warm welcome from all of us and can look forward to having the time of your life with us.

WHAT THE PARENTS AND CARERS SAY:

As parents and carers of children at Newbridge, we feel part of the school community and see ourselves as partners with the school in the education of our children.

We support our children as individuals and the ethos of the school as a whole.

We are welcomed into the school in a variety of roles and through special events. We take the work of the school seriously, supporting it through a commitment to the home-school agreement, and in recognising that our children continue to learn and enjoy wow moments outside of school hours too.



WHAT THE STAFF SAY:

As members of both the teaching and support staff at Newbridge, we are united in our commitment to providing excellent and fun learning opportunities for our children. We believe in lifelong learning and encourage each other and ourselves to seek new and creative ways of teaching and learning. We promote a rich extra-curricular experience for our children and aim to support our community through the provision of 'wrap-around care' with such provision as breakfast and afterschool clubs. We are committed to creating an enjoyable and inclusive environment, in which our children can learn a range of skills from 'life skills' such as resilience, to academic skills such as the 3Rs. We believe in showing that learning can be fun not just in the playgrounds but also in classrooms and through links with home. All staff work alongside the children to model our values and make sure all areas of the school are welcoming places where learning and respect for others are central. The children are at the heart of all we do and their development, both educational and social, is made relevant to them so that they can be excited and challenged and work towards reaching their potential.

WHAT THE GOVERNORS SAY: As Governors, we are ultimately responsible for agreeing and overseeing the implementation of our school's vision and policies. We support the school's commitment to creating an enjoyable learning environment that recognises the importance of play as a learning tool. In addition to our statutory duties, we have an integral and strategic role in the school community and spend time getting to understand our school through a variety of ways including regular visits, meetings and analysis of data. We work as objective supporters of the school and use questions and challenges to help identify and celebrate best practice, while always retaining the ultimate goal that all children are provided

OUR VALUES

Learning and Communication

Creativity and Imagination

Personal Development

Collaboration

Citizenship

with the best education and an enjoyable school life that stimulates and inspires them to reach for lifelong learning and success. It is also our duty to pay attention to those children who are not enjoying school, to ask why and support them to turn this around.

EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage applies to children from birth to five years of age. The final year of the EYFS is referred to as the reception year. In our school, most children join us at the beginning of the school year in which they are five (compulsory schooling begins at the start of the term after a child's fifth birthday).

At Newbridge Primary we are committed to underpinning our provision with the four distinct but complimentary themes of the Early Years Foundation Stage in our reception classes. **A Unique Child, Positive Relationships, Enabling Environments, Learning and Development.**



Aims of the Foundation Stage

In the EYFS setting at Newbridge Primary School we believe that all children are entitled to the best possible start in their school life, both intellectually and emotionally, in order to enable them to develop their full potential.

We aim to support each child's welfare, learning and developmental needs by:

- Recognising that all children are unique and special.
- Understanding that children develop in individual ways and varying rates - physically, cognitively, linguistically, socially and emotionally.
- Providing a safe, secure and caring environment where children feel happy and know that they are valued by the practitioners looking after them.
- Fostering and nurturing children's self-confidence and self-esteem through their developing awareness of their own identity and role within the community.
- Teaching children to express and communicate their needs and feelings in appropriate ways.
- Encouraging children's independence and decision-making, supporting them to learn from their mistakes.
- Developing children's understanding of social skills and the values and codes of behaviour required for people to work together harmoniously.
- Supporting children to develop care, respect and appreciation of others, including those beliefs, cultures and opinions different to their own.
- Understanding the importance of play in children's learning and development. Providing learning experiences in play that reflect children's personal interests and areas of curiosity in order to encourage and develop their natural desire, interest, excitement and motivation to learn.
- Providing experiences which build on children's existing knowledge and understanding in order to challenge, stimulate and extend their learning and development.
- Providing effective learning opportunities in a range of environments, inside and outside.



ACTIVE LEARNING THROUGH PLAY

At Newbridge Primary School we recognise that young children learn best through being active. We understand that active learning involves other people, objects, ideas and events that engage and involve the children for sustained periods. Therefore, we believe that Early Years education should be as practical as possible and our EYFS has an ethos of learning through play. We recognise the importance of children's play. It is an essential and rich part of their learning process, supporting them in all areas of development. Play is a powerful motivator, encouraging children to be creative and to develop their ideas, understanding and language. Play is also flexible and able to suit the preferred learning style of the child. It can provide multiple ways for children to learn a variety of skills and concepts.



In the EYFS at Newbridge Primary School practitioners provide both structured and unstructured play opportunities inside and outside. These activities are designed to engage children in practical, first-hand experiences which will support children to discover, explore, investigate, develop their personal interests and areas of curiosity, and help to make sense of the world around them as they begin to understand specific concepts. Play opportunities are also set up to provide children with opportunities to apply newly acquired knowledge, demonstrating their skills and levels of understanding.

This is essentially a play based curriculum and pedagogy as the provision of play opportunities underpins its delivery within settings.

ASSESSMENT AND RECORD KEEPING

Ongoing assessment is an essential aspect of the effective running of the EYFS setting at Newbridge Primary School. Regular, planned and focused assessments are made of the children's learning and individual needs. A record of each child's progress in all areas of their learning is kept and their assessment data filed. The main EYFS assessment method is through practitioners' observations of children in different teaching and learning contexts, including both adult focused activities and child initiated play. Learning Journeys record children's progress over the academic year in all areas of learning and development of the EYFS framework.



THE NATIONAL CURRICULUM (Years 1 to 6)

As a school we developed an exciting and innovative model of teaching and learning which engages children in learning whilst equipping them with the knowledge and skills which they will need to be responsible and aspiring members of the community and the future. These are called the Key Skills and underpin the children's learning and the values we promote. Our curriculum is based on an enquiry learning model. This is known as **'The Newbridge Journey'**.



ENQUIRY BASED LEARNING



Enquiry-based learning is an approach in which the children have ownership of their learning. It starts with exploration and questioning and leads to investigation into a question, issue, problem or idea. It involves asking questions, gathering and analysing information and generating solutions, making decisions, justifying conclusions and taking action. We will often launch each inquiry with a 'WOW' day. A day which may take the children by surprise, but allows them to be full engaged in the learning process.

Enquiry-based learning provides opportunities for children to reflect on their learning. It also allows the opportunity to build on prior learning skills, knowledge and values and the ability to draw conclusions and make connections between new ideas.

The purpose at the end of the enquiry is to identify what the children have learnt and to relate their learning to real life situations. An

example of activities related to this could be the publishing of findings through newsletters or posters, organising a public performance or causing change by the children's own learned and developed knowledge.

By integrating national curriculum subjects, children are able to make clear links between learning and therefore develop their understanding at a deeper level.



FOREST SCHOOL

With the fantastic resource of our own Conservation Area, we are able to offer Forest School and outdoor learning. The EYFS receive 'Explore Afternoon' where they learn through play and adventure in the area.

Currently children in Year 2 and Year 4 have weekly Forest School, led by a trained Forest School teacher. The children cannot tell you enough how much they enjoy this time learning outside and all of the skills they develop through doing so. There is a small voluntary charge for this element of the curriculum.



RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

'Discovery' is the agreed syllabus for the teaching of Religious Education in all church and community schools in Bath and North East Somerset, Somerset and North Somerset. Assemblies are held regularly for all children.

RELATIONSHIPS AND SEX EDUCATION

Relationships and Sex Education is part of our teaching on Spiritual, Moral, Social and Cultural Development (SMSC), and linked to Science elements of the curriculum.

Information letters are sent home in advance of specific teaching, giving details about opportunities to view curriculum resources. Parents and carers have the right to request that a pupil be wholly or partly excused from Sex and Relationships Education lessons. Any parent/carers wishing to exercise this right should arrange an appointment via the School Office to discuss the matter with the Headteacher.

SWIMMING

All children will have the opportunity to have swimming lessons at some stage during their time at Newbridge.

PLANNING, PREPARATION AND ASSESSMENT

All teachers are entitled to half a day per week for Planning, Preparation and Assessment time. This is covered by a team of specialist teachers.

EYFS and Year 1 will each be supported by experienced class teachers for half a day a week to allow for this.

From Year 2 upwards the PPA is supported by teachers who offer expertise in P.E. and Music.



Working in Partnership

HOME/SCHOOL AGREEMENT

Working together with you is imperative to your child's happiness and success in our school. Our Home/School Agreement is drawn up through careful consideration with children, parents and carers, teachers and governors. It is at the heart of everything we do at Newbridge Primary School. We please ask that children and parents/carers read the document carefully before signing it.

HOME LEARNING

There is an expectation that all parents and carers support their child in practising and extending learning at home. There is a school policy with regards to our expectations for each year group. Each class teacher will share these with parents and carers in September.

COMMUNICATION

Strong lines of communication are important to ensure that as a parent or carer you have a clear understanding of what your child is being taught, ways in which you can support your child's learning, the school's aims and expectations and also general information about the life of our busy school.

There are a number of ways in which we will communicate with you:

- The school's website will enable you to glean a great deal of relevant information such as: what your child is being taught, school dates, school policies, school news, letters, newsletters, NPSA news, Governor news etc.
- The school newsletter is always produced on a Friday. This will include up-to-date information about life in school, upcoming dates etc. Parents and carers will receive this by email.
- SchoolComms is an electronic letter and message service, through which you will receive important messages, reminders and letters.
- Parent/Carer Consultation Evenings via SchoolCloud.
- Curriculum Evenings, Briefings and Workshops.
- Class Blogs are updated weekly on Google Classroom.

CONTACTING THE TEACHER

There will be occasions when as a parent or carer you will wish to make contact with the class teacher. Due to the school's layout and design, the school's lower school teachers are more readily available, if this is required. The upper school layout does not offer this access so easily, but it is very important to note that we are an open school who welcomes any queries, questions or concerns.

If you would like to make an appointment to see your class teacher, then please make an appointment via the School Office.



NEWBRIDGE PRIMARY SCHOOL ASSOCIATION

The NPSA is a very active and successful group. The association is formed by parents, carers and members of staff who organise events and generally support the school to provide extras for the children. Parents and Carers are automatically part of the association but have to be nominated at the AGM to serve on the committee. This is a great way to get to know other parents and carers and feel a part of the school community. There are also members of the committee who hold named positions and those who are class representatives. This works particularly well when organising the part that year groups/classes play in fund raising activities.

Many events and activities are held throughout the year, including a Christmas and Summer Fair, a Family Barbeque, Quiz Night, fireworks display and even Winter Windowland! There is something for everyone to come and enjoy and to get to know others in the school community.



VOLUNTEERS IN SCHOOL

Being at the centre of the local community is one of our central aims and we are very grateful for the amount and quality of voluntary help available to us at Newbridge. Parents, carers, grandparents and community members are most welcome to join our volunteer team to offer support in school and on school trips.

We have a volunteers' coordinator who compiles a database of existing volunteers as well as a database of need. All volunteers will need to complete a Disclosure and Barring Service check. Please contact Mrs Hill who will be able to answer any questions you may have.

THE COMMUNITY

As a school we clearly see the important role we all have to play in our local community. We want to instill a sense of belonging for all of the children, whilst ensuring they understand the contribution they can and do make. In this way we ensure the children have the opportunity to visit local people and places, for example the choir performing their annual tour of the local hospital and care homes.

We also very much welcome visitors into our school community and appreciate the skills and wealth of knowledge which they can share with our children.

THE SCHOOL HOUSE SYSTEM

All of the children belong to one of four houses. These houses are used throughout the year for team events. Siblings are members of the same house. Individual children can be awarded house points and each week, the winning house is rewarded with a short extra playtime.

The children take great pride in their house achievements and this is another way of promoting a sense of belonging to the school community.

SPECIAL EDUCATIONAL NEEDS

Some children at some stage may require additional support in determining their needs and therefore ensuring that through provision, they are able to access the school curriculum. We value parents' and carers' knowledge and insight of their own child's needs and will always consult with parents and carers and agree ways of working together.

These processes will be overseen by our Inclusion Coordinator (sometimes known as the 'SENDCO') who ensures that strategies are agreed and put in place to support the child.

The school will work closely with other agencies that have more specific skills. These agencies include Educational Psychology, Specialist Behaviour Service, Occupational Therapists and Physiotherapists, the Sensory Support Team and Speech and Language Therapists. The school follows the SEN Code of Practice for supporting children with special educational needs.

EQUAL OPPORTUNITIES

We are committed to providing an appropriate and high quality education for all, regardless of, gender, ethnicity, needs, attainment or family background.

Pupil Voice

The pupils' voice is valued in the running of the school.



Each year the children elect a new Junior Leadership Team to represent the views of the pupils. They take their role of responsibility very seriously and have been at the heart of some significant changes in the school.

The Junior Leadership Team also plays a part in organising fund-raising events for charities which have been nominated by the children.

BEHAVIOUR POLICY

Our Rationale: At Newbridge Primary School, we encourage mutual respect, care and concern for others. As a school we want our children to develop a clear view of right from wrong and to feel safe, secure and valued. We want them to appreciate the needs of others and of the community around them.

Our Aims: It is our primary aim that every member of the school community feels valued and respected, with each person treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's Behaviour Policy and the Anti-Bullying Policy are therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of rules, but our Behaviour Policy and the Anti-Bullying Policy are not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. The policies support the school community in aiming to allow everyone to work together in an effective, respectful and considerate way.

The school expects every member of the school community to behave in a considerate way towards others, to contribute to standards of behaviour and uphold the school values. We treat all children fairly and apply the Behaviour Policy and the Anti-Bullying Policy in a consistent way. This policy aims to help children grow in a safe and secure environment, and to become positive, responsible, confident, well-motivated and increasingly independent members of the school community.

The school rewards good behaviour and sanctions inappropriate behaviour, as it believes that this will develop an ethos of kindness and cooperation. The policies are designed to promote good behaviour, rather than merely deter anti-social behaviour.

THE ROLE OF PARENTS AND CARERS

We work collaboratively with parents and carers to support their child's learning, and encourage supportive dialogue between the home and the school.

We expect parents and carers, while on the school premises, to support and reinforce the school's Behaviour Policy and its Anti-Bullying Policy by demonstrating appropriate behaviour, both physical and verbal. Parents and carers can be asked, for a fixed term period, to vacate the premises if they use inappropriate verbal or physical standards of behaviour.

If there is a need to exercise the Behaviour Policy and the Anti-Bullying Policy, we expect parents/carers to support the actions of the school. If parents and carers have any concerns they should raise it with the School Leadership Team in the first instance. If the concern remains, they should contact the Headteacher and, thereafter, the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

Parents and carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately. Depending on the severity of the alleged offence, it may be appropriate for parents to contact the phase leader, deputy head or Headteacher. Parents have a responsibility to support the school's Anti-Bullying Policy and to actively encourage their child to be a positive member of the school.

The full Behaviour Policy and the Anti-Bullying Policy can be found on the school website.

CLUBS

The extra-curricular programme is a strength of the school. There are a wide range of extra-curricular clubs available during the year at Newbridge and great importance is attached to extending and broadening the children's horizons. The activities provide sporting, creative and social opportunities.

Recent clubs include: Football, Cricket, Tennis, Tae Kwon Do, Judo, Tag Rugby, Dance, Drumming, Art, Craft, Drama, Dance, French, Korean and Forest School. A list of extra-curricular activities is updated throughout the year. Clubs run by outside coaches are independent and a fee is charged.



RESIDENTIAL VISITS

Residential trips are organised for Year 6 and Year 5 children. The experience of living and learning together alongside friends away from home is invaluable. Our Year 5 residential trip offers a wide range of activities which cannot be accommodated in the school, such as abseiling, archery and climbing.

Children in Year 6 undertake a more extensive visit and this is key to their next steps as secondary school approaches. On their return all of the children talk very fondly about their visit and remember it for years to come.

PERIPETETIC MUSIC LESSONS

Peripatetic Music Teachers visit the school and offer a range of musical tuition such as cello, guitar, violin and flute. Parents and carers must understand that these lessons are taught during the school day and should therefore be aware that curriculum lessons will be missed in order to attend. In line with the school's Charging Policy, there is a 'not for profit' charge for these lessons.



TIMINGS OF THE SCHOOL DAY

Foundation Stage and Key Stage 1

(EYFS, Year 1 and Year 2)

Gates open at 8.45am and children should be in their classes ready to learn by 8.55am.

Lunchtime begins at 12:00 noon

Afternoon registration is at 1:00pm

Playtime is at 2:30pm

The end of school day is at 3:15pm

Key Stage 2

(Year 3, Year 4, Year 5 and Year 6)

Gates open at 8.45am and children should be in their classes ready for registration by 8.55am.

Lunchtime begins at 12:00 noon

Afternoon registration is at 1:00pm

The end of school day is at 3:15pm



ARRIVAL TO AND DEPARTURE FROM SCHOOL

Lower School (Early Years Foundation Stage to Year 2)

During their induction period, EYFS parents will be able to drop off their children outside their classrooms

At the end of the school day all children in the lower school must be met by a responsible adult. The class teacher will dismiss children into the care of a parent or carer. If your child is to be collected by someone other than the named parent or carer, then this must be communicated to the school office before 10.00am. If a parent or carer is late collecting a child from school due to an emergency, then please telephone the School Office.

Upper School (Years 3 to 6)

In the Upper School, children more often arrive by themselves, no earlier than 8:45am. Children can begin entering the school building, through the cloakroom door, from 8:45am.

Registration will commence at 8:55am.

Children in the Upper School are allowed to depart school by themselves, once they have been dismissed by their class teacher. The children will leave school through the black gate via the playground.



School Uniform, Code of Dress and Equipment

THE NEWBRIDGE UNIFORM

There is an expectation that all children will follow the school's code of dress, as we believe that dress and appearance reflects the standards to which we aspire.

Our uniform can be purchased from: **Scholars, 4 Terrace Walk, Bath BA1 1LN Tel: 01225 462206**

The uniform is as follows:

Winter

- Red sweatshirt or sweatshirt style cardigan with school logo
- White polo shirt with optional logo
- Grey trousers, shorts, skirts or pinafore dress
- Grey or white socks
- Grey or red tights
- Black shoes (no boots)

Summer

As above, plus -

- Red and white school dress (striped or checked)
- Black closed-toe sandals

PE Kit

- House t-shirt (colour advised by school office)
- Lower school – black shorts, black daps (Velcro if possible)
- Upper school – black shorts, white socks, trainers
- If required a tracksuit in plain dark colour (navy or black)

Other

- Hair should be kept tidy and off the face. Hair longer than collar length should be tied back for both boys and girls
- All watches must be removed for all P.E. sessions
- No jewellery should be worn; only watches (Key Stage 2) and stud earrings are allowed
- Nail varnish and cosmetics are not allowed in school
- Temporary tattoos are not allowed
- Suitable shoes only are to be worn
- Trainers, apart from PE or as an option for playing on the field or playground, are not allowed to be worn in school
- Sweatshirts and cardigans should not be tied around the waist

Please can all parents and carers ensure that all clothing and belongings are clearly named

Equipment

Children should not bring any stationery (pens, pencils, notepads, etc) in to school from home. We provide everything that the children need.

Children will need a water bottle which must be named.

Children will need wellies and waterproof coats and trousers (no all-in-ones or dungarees) when participating in Forest School.

In the summer time, we ask that children wear hats. A Newbridge hat can be purchased at the School Office.

Children in the Lower School should use a red Newbridge book bag. This can also be purchased from Scholars.

DRINKS

We ask that your child only has water to drink in school. They should come to school each day with a freshly filled water bottle, which can then be re-filled in school. Free milk is available for children until the day of their fifth birthday.

SNACKS

Newbridge Primary School belongs to the 'Free Fruit for Schools Scheme' which provides fruit to EYFS, and Key Stage 1 children. We encourage the children to eat healthy snacks of either fruit or vegetables during snack time.



If you are able to support the "Free Fruit for Schools Scheme" by helping to distribute the fruit/vegetables into bowls and collecting waste please see your child's class teacher.

Key Stage 2 children may bring in a healthy snack for consumption at break time. This must be a piece of fruit or vegetable.



SCHOOL MEALS

Our school meals are popular and accommodate all tastes as well as providing excellent value for money. All children in Early Years Foundation Stage, Year 1 and Year 2 are entitled to a free school meal under a government initiative.

For Years 3 through to 6 there is an online payment system and dinner money should be paid in advance.

A vegetarian alternative is always available for the main meal, as is a choice of vegetables or salad and traditional pudding, fresh fruit or yoghurt.

If your family receives elements of Universal Credit, you may be eligible to claim for free school meals. Please enquire at the School Office for further details. Even if your child wishes to

have sandwiches, please apply for free school meals, as eligibility may mean your child can access additional provision in school including part payment of trips, clubs and activities.

PACKED LUNCHES

You may prefer to send your child with a healthy packed lunch, please ensure all lunch boxes and containers are clearly labelled with your child's name and class.

We ask that packed lunches do not contain nuts as we have some children in school who are severely allergic to them. Only water is to be drunk with the packed lunch and this is provided at each meal time. Please do not send another drink to school.

TRAVEL TO AND FROM SCHOOL

We encourage walking, scooting or cycling to school. We have bicycle/scooter racks where bikes/scooters can be stored during the school day. The school cannot take responsibility for any loss/damage so please do ensure that a padlock is used to secure your property.

Punctuality, Attendance and Leave of Absence

Regular attendance at school is a parent and carer's legal duty. Staff and Governors believe it is of the utmost importance that children attend regularly. Therefore we ask that you read the following guidelines carefully and also refer to the Attendance Policy on the school's website.

PUNCTUALITY

At our school, we expect children to arrive at school on time. The beginning of the school day is an important time to ensure that children are settled, organised and ready to start learning. Poor punctuality not only has an impact on an individual's ability to begin learning but can impact on the rest of the class if the class teacher has to spend time supporting latecomers.

The Headteacher and Deputy Headteacher monitor children's arrival at school on a weekly basis. The Headteacher and/or the Deputy Headteacher will contact parents and carers of a child who is persistently late, to discuss and resolve any barriers that may be preventing a child from attending school on time.

A pupil arriving late should report to the School Office via the main entrance and the parent or carer should give a reason for the lateness and this will be recorded.

ABSENCE DUE TO ILLNESS

Each day a child is absent the parent/carer should inform the school by telephone before 9:30am. A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent/carer is not an acceptable reason for absence, e.g. the parent is ill and unable to bring the child to school.

The Deputy Headteacher monitors attendance on a regular basis and works closely with the Local Authority Children Missing Education Officer when there is a concern. Parents and Carers will be informed of their child's low attendance level by a letter and invited to discuss their child's attendance when:

- A child is absent for two consecutive days without explanation
- A child is absent for five school days or more with an unsatisfactory explanation
- A child's attendance drops below 90% (equivalent to one session absence per week) for no specific medical or other acceptable reason.

REQUEST FOR ABSENCE DURING TERM TIME

Time off school for family holidays is not a right and Newbridge Primary School cannot authorise holidays/leave from school unless there are exceptional circumstances.

Leave of Absence forms can be downloaded by parents and carers from the school website and emailed to the school. All requests should be submitted to the school office for the attention of the Deputy Headteacher, detailing the exceptional circumstances, at least two weeks before the first day of intended absence. All requests will be treated on a case by case basis, considering both the impact missing school will have on the child's education and any special circumstances of which you make the school aware. We do not consider the availability of cheap holidays, the availability of desired accommodation, poor weather experienced in the school holidays or an overlap with the beginning or end of term as exceptional circumstances and therefore such leave will not be authorised. If parents do not apply for leave of absence in advance, the absence must be recorded as unauthorised.

In the event of a holiday, it is not considered appropriate to ask a child to 'catch up' due to time missed or for work to be provided by the class teacher for the duration of the holiday.

Please arrange for routine clinical or dental appointments to be made outside of school hours.

CHILD PROTECTION

We have robust systems in place for safeguarding children and take any concerns parents and carers, or children or school staff, may have, very seriously.

Our aim is to work closely with parents and carers if a concern arises, however parents/carers must be aware that if this concern indicates a child may be at risk of significant harm, the school has a duty to contact Social Care immediately. The Designated Lead for Safeguarding at Newbridge is Gill Kennaugh. Mrs Hansard and Mr Bacon are the Deputy Designated Leads.

Throughout their time at school, your child may have worries and concerns. Importantly, we will ensure that your child knows who they can speak to in school to receive any necessary support and action. Likewise, if you, as a parent or carer have any concerns or are aware of changes in family circumstances which may affect your child, please do talk to your child's class teacher in the first instance.

ONLINE SAFETY

Online Safety is a focus in all areas of the curriculum and staff reinforce online messages in the use of Computing across the curriculum.

In lessons where the internet is accessed, pupils are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches. Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. The school will therefore take every opportunity to help parents and carers to understand these issues through parents' evenings, newsletters, letters, website and information about national and local online campaigns and literature.

Parents and carers will be responsible for:

- Endorsing (by signature) the Pupil Acceptable Use Policy.
- Accessing the school website in accordance with the relevant school Acceptable Use Policy.

SITE SECURITY

There are two entrances to the school, one is off Charmouth Road and the other is from Newbridge Hill. The gates at each end of the site are locked between 9:05am and 3:00pm each day. To gain access to the school during the school day, visitors must use the intercom based at the Charmouth Road end.

All volunteers and visitors must sign in at the School Office, based in the middle of the school site and wear a school visitor badge if they are staying on site.

If a parent or carer is collecting or returning a child, then he/she must be signed out/in at the School Office.

MEDICINES

We understand that from time to time your child may be required to be administered with a prescribed medicine during the school day. The following guidance is taken from the Bath and North East Somerset Schools' Medicine Policy, which has been adopted by our school.

It is at the Headteacher's discretion as to whether or not prescribed medicines can be administered in school. However, as a school we wish to do all we can to support this request. The following policy regarding the administering of medicines will apply:

1. We will only administer medicines which have a doctor's prescription and which are considered conventional medicines (this does not include homeopathic remedies for example).
2. A permission and disclaimer form must be completed by parents/carers and handed to the School Office.
4. All prescribed medicines, which are to be administered, must be handed to an adult in school and returned to the parent or carer.
5. All medicines which are to be administered must be clearly labelled with the child's name.

INHALERS

A number of children in school will have prescribed inhalers for asthmatic needs. These, along with any additional equipment, must be placed in a suitable, sealed and labelled container and handed to the class teacher. These will be kept in a central place in your child's classroom. Please note that a permission and disclaimer form must be completed in the School Office and that it is the parent/carer's responsibility to check the date on the inhaler.

ILL CHILDREN AND ACCIDENTS

Illness and accidents do, unfortunately, occur. Many of our staff are trained in first aid, including paediatric first aid. If a child is unwell or has an injury giving cause for any concern, it is our policy to contact parents and carers as soon as possible.

It is vital that parents and carers have notified the school office of any changes to addresses, telephone numbers or named contacts.



HEADLICE

We ask that parents and carers make regular checks for headlice and treat accordingly. Children with long hair must tie it back as this reduces the chances of spreading the unwanted visitors. If we find that a child has headlice in school, we will inform the parent or carer so that it can be treated immediately and so that the risk of spreading is reduced.

SICKNESS AND DIARRHOEA

Children need to stay off school for 48 hours after symptoms cease.

BREAKFAST CLUB

Our Breakfast Club is open every day from 8am to 8.50am with the option of an Early Bird start of 7.45am. It is run by a strong and enthusiastic team consisting of Miss Kate Auld, Miss Amanda Hill, Mr Chris Day and Mrs Linda Kamal.

We provide a nutritious and balanced breakfast to all our children consisting of a choice of cereals, wholemeal toast and fresh fruit salad daily.

Our breakfast club is open to all pupils from Reception through to Year 6, with all of the children interacting and playing together. We like to encourage independence and so the children are encouraged to butter their own toast and help themselves to fruit salad. Booking and payment is easy with our on-line system.

AFTER SCHOOL CLUB

The school runs an After School Club which provides childcare for children in Reception to Year 6. The club is open every day from the end of school until 5:45pm.

It is run by Mr David Clark with Mrs Jane Clark, Mr Chris Day and Mrs Sabah Asif as play workers. The team are highly motivated and work exceptionally hard to ensure the children have a fun time.

The club provides the children with a snack including hot food such as pasta, baked beans and pizza. Children can make their own sandwiches from a range of fillings as well as helping themselves to a large bowl of fresh fruit each day. During the warmer weather homemade fruit ice lollies are available.

There are a wide range of activities for the children, including sewing, cooking, craft, art and a range of games and toys.

The club runs from the Blue Room in the upper school. The children are also able to play outside on the playground, where there is a selection of scooters and bicycles for use. For the children wishing to relax, there are comfy sofas and a choice of DVDs to watch. There is also access to computers, which are supervised, and a range of reading books.



The team enjoy putting on parties to celebrate occasions throughout the year. These are a great hit with the children (and adults)!

Booking and payment is managed by the on-line system.

COMPLAINTS

Formal complaints, in the first instance, should be made to the Headteacher and it is hoped that, in most cases, these will be resolved at this informal level. However, in the unlikely event that attempts at a local level fail, there is an agreed complaints procedure that should be followed. If you require further information on the complaints procedure, full details are available from the School Office.

CHARGING POLICY

Some school activities will only be possible if parents and carers make a voluntary contribution and, where this is the case, parents and carers will be informed at the outset. If there are not enough contributions received, an activity may have to be cancelled. The school's Charging Policy is published on our website and a hard copy may be seen on request. In certain circumstances, it may be possible to pay by instalments. Please contact the School Office for more details.

LOST PROPERTY

When sending your child to school, please can you ensure that every item of clothing they are wearing is clearly marked. This should also include bicycles and scooters. Any lost items will be kept for a limited period. At the end of each term, cloakrooms will be cleared and items of unclaimed property will be displayed for collection. Any remaining items will be recycled.

SEVERE WEATHER

It has been the case that on occasion, the school has had to be closed due to severe weather. If this decision does need to be made, it will be displayed on the school website, the Bath and North East Somerset website and also a message will be sent to parents and carers.



The School Year, Holiday Dates and INSET days

TERM 1	
Start:	Thursday 1 September 2022 (INSET DAY)
Finish:	Friday 21 October 2022
TERM 2	
Start:	Monday 31 October 2022 (INSET DAY)
Finish:	Friday 16 December 2022
TERM 3	
Start:	Tuesday 3 January 2023 (INSET DAY)
Finish:	Friday 10 February 2023
TERM 4	
Start:	Monday 20 February 2023
Finish:	Friday 31 March 2023
TERM 5	
Start:	Monday 17 April 2023
Finish:	Friday 26 May 2023
TERM 6	
Start:	Monday 5 June 2023
Finish:	Friday 21 July 2023 (INSET DAY)

PUBLIC HOLIDAYS:

Tuesday 27 December 2022 – Boxing Day Bank Holiday
Monday 2 January 2022 – New Year's Bank Holiday
Friday 7 April 2022 – Good Friday
Monday 10 April 2022 – Easter Monday
Monday 1 May 2022 – May Day Bank Holiday
Monday 29 May 2022 – Spring Bank Holiday
Monday 28th August – Summer Bank Holiday

The Staff training days (INSET days) are:

Thursday 1st September 2022
Monday 31st October 2022
Tuesday 3rd January 2023
Friday 23rd June 2023
Friday 21st July 2023

The school year is based on a calendar of 195 days for the 2022/2023 academic year.
There are five days set aside for staff training which means that school will be open to receive pupils for the legal minimum of 190 days (380 sessions).

Admissions & Transport, B&NES	01225 394312
Children Missing Education Service	01225 394241
Family Information Service	0800 073 1214
Parent Partnership, B&NES	01225 394382
Student Support Section	01225 394317
Bath & North East Somerset Council Children's Service PO Box 25 Riverside Temple Street Keynsham BRISTOL BS31 1DN	01225 477000
School Nurse St. Martin's Hospital, Bath	01225 831666