



BEECH HOUSE
INFORMATION BOOKLET

2011 - 2012



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Beech House Staff

Mrs D Northin	Head
Mrs L Procter	Deputy Head and teacher in all classes
Miss K Bevon	Reception B
Miss N Brierley	Reception Br
Mrs K Shaw	Reception S
Mrs G Donaldson/Miss S Whittle	Reception Nursery Nurse
Miss S Churchouse	Reception Nursery Nurse
Miss A Cox	Reception Nursery Nurse
Mrs K Aldred	Year 1A
Mrs J Marshall	Year 1M
Mrs A Ryder	Year 1R
Mrs S McKee	Year 1 Nursery Nurse
Mrs S Stevens	Year 1 Nursery Nurse
Miss A Dobie (covering maternity leave for Mrs M Bryan)	Year 2D
Mrs P Clarke/Mrs K Ferguson	Year 2C
Mrs S Gliddon	Year 2G
Mrs A Holland	Year 2 Nursery Nurse
Mrs K Milne	Year 2 Nursery Nurse
Mrs S Larkin	Teaching Assistant
Mrs J Marshall	Teacher in all classes
Miss A Fairclough	Music
Mrs P Hall	PE
Mrs K Heatherington	
Miss S-J Dunleavy	Ballet
Mrs D Ganley	French
Mrs K Gore	Secretary
Sergeant C Bateson	

Travel

Parking

Reception children may come into school any time between 8.00 and 8.40am. Nursery Nurses are on duty to supervise their play.

For the first half term, Reception parents may park briefly (spaces are very limited) and bring their child into the classroom. We recommend a speedy and very firm goodbye. The children settle quickly once you leave.

After the October break, all children should be dropped by the steps to the upper playground. Please help maintain a steady flow of traffic by moving on quickly.

School finishes at 3.20pm for Reception and Year 1 and 3.30pm for Year 2. Cars are allowed into the grounds from 3.15pm. Parking is on the lower playground. Parents using mobile phones while driving in the school grounds may be banned from parking on the campus. Your child will be supervised in school until an authorised adult arrives to collect him/her. Please let us know if your child is to go home with someone who does not appear on your list of people authorised to collect. All children should be collected before 3.45pm unless you have arranged for them to go to Kidzone.

Occasionally parents are unavoidably delayed and we would be glad if you could telephone school if this happens. Children do worry if you are late! After 3.45pm, children will be cared for as described in the school's procedure for uncollected children and parents will be charged for care.

Once you have collected your children from us at the end of the school day, please keep them with you. Our health and safety officers have advised that children should not play on the top playground after school as we cannot accept responsibility for any accidents on the play structures there.

Procedure for uncollected children

Staff will ring parents between 3.45 and 4.00pm to ask about collection arrangements.

A record will be kept of all children who are not collected by 3.45pm. This will note the date, the time at which the child was collected and the reason given.

On the first occasion, a warning letter will be sent at the end of the month. After that, parents will be charged £10 for each half hour or part of a half hour.

If no member of staff is available to care for the child, alternative arrangements will be discussed with the parent during the telephone call.

Coach Travel

School coaches leave from Boys' Division quad soon after 4.00pm. Beech House children are escorted to the quad at 4.00pm. In the morning, they should walk to Boys' Division Reception from where they will be collected by a member of staff.

If your child is not to travel on the coach one day, please let us know. If we have not heard from you by telephone or letter, we shall put your child on the coach as usual. We cannot rely on a message given by the child.

Visitors

If you need to come to Beech House between 8.45am and 3.15pm you will need to report to Mrs Gore in the Reception area just inside the main entrance. No parents should enter the school through the after hours door during the school day.

Parking for Beech House events is usually on the lower playground and we arrange for the gates to be opened 10-15 minutes before the event starts.

Please drive very slowly and carefully as pedestrians must have priority at all times.

THE SCHOOL DAY

7.30am	Breakfast Club opens (Kidzone)
8.00am	Reception children may come into school
8.40am	Lessons begin
10.05am	Break
10.30am	Milk and lessons
11.45am	Lunch
12.45pm	Lessons
2.00pm	Break
2.20pm	Fruit and lessons
3.20pm	End of the school day for Reception and Year 1
3.30pm	End of the school day for Year 2
3.40pm	Children register for Kidzone in the music room Uncollected children go to the main entrance
3.45pm	Kidzone children are escorted to Dobson Road

Birthday Assembly is at 3.00pm each Friday

Achievements should be brought to school on Mondays and Thursdays

Snacks

Milk is offered daily. Water fountains are provided in every cloakroom but children may bring a named bottle of water (**not metal** and with sports cap to prevent spills) to drink between playtimes. Children may also bring fresh or dried fruit for an afternoon snack. Fruit and water should be named and carried in a small plastic bag.

Lunches

Lunches are eaten in the dining room. There are always two hot meals, one a vegetarian meal, salads and sandwiches and baked potatoes. A hot pudding is provided as well as fruit and yoghurts. You will receive a menu to help you guide your children in their choices.

Assemblies

Children may bring certificates and badges they have been awarded recently to show in Assembly on Monday or Thursday.

On Fridays, a special Birthday Assembly is held at 3.00pm. Children may bring either one or two of their presents – no more than that please – to show the other children. Parents and grandparents are invited to attend this assembly.

Property

Beech House PE bags are available from the school shop for storing PE kit and painting overalls. Our cloakrooms are crowded and we ask Year 2 children not to bring large bags for swimming lessons.

Please name all your child's uniform, especially shoes.

Children may wear either Summer or Winter uniform until the October break then Winter uniform until Easter. Summer uniform is worn by all children in the Summer term.

No jewellery is permitted for health and safety reasons. Ear-rings, studs and neck chains are hazards in the playground and PE lessons.

Appointments with teachers

If you have a concern or worry about your child, ring school and ask for an appointment with the teacher or Mrs Northin – or both. It is usually easier for teachers to talk to you at the end of the school day rather than before school when they are preparing lessons and equipment. If you don't collect your child from school, the teacher can ring you at an agreed time. We know that small worries can quickly become bigger ones and we like to avoid this.

If teachers have any serious concerns about your child they will approach you.

Parents' Evenings are held in November and you are given a ten minute appointment with the class teacher and an opportunity to look at your child's books. In March, we hold an Open Afternoon when you can see your child in the classroom, look at his/her books and wander round the rest of the school with your child as a guide.

Towards the end of the Summer term you will receive a written report and an opportunity to respond in writing.

Communication

We send home lots of letters containing vital information. Please check your child's bag regularly so that you don't miss an important event! We also email newsletters and other information to you.

The website is also worth visiting regularly for information, news and to view recent events that have taken place at school www.boltonschool.org .

Medical Matters

Health Assessments

Our school nurses carry out some health assessments at Beech House. Reception children are weighed and measured and their eyesight is tested. Hearing tests are done in Year 1.

Accidents

Unfortunately, accidents do happen in schools – in the playground, the classroom or in PE or swimming lessons. Children who are injured or who become ill at school are seen by the Nurse when necessary. Any child who has a head injury, however trivial, is given a note to warn parents they should monitor their child for 24 hours. Do not be alarmed if you receive one of these notes as cases of concussion at school are very rare.

Diseases

If your child contracts an infant disease such as mumps, Nurse will advise on the length of absence required by the Local Authority.

Sickness and Diarrhoea

Children should not return to school until 24 hours have elapsed after the last bout of sickness or diarrhoea. This not only prevents the spread of infection but also saves your child from experiencing a very miserable day.

Head Lice

Head lice are, unfortunately, very common so please check your child's hair regularly and seek advice from your local pharmacist about treatment. We follow Local Authority guidelines and do not notify parents of cases found in school.

Medicines

Asthma sufferers may keep inhalers in our first aid cupboard in the medical room but no other medicines may be kept at Beech House and staff are not permitted to give medicine. If your child requires a dose of prescribed medicine or any applications of cream prescribed by the doctor during the school day, you should hand the bottle or tube, with the chemist's label and clear instructions about the dose and time to Mrs Gore. The Nurses have also requested that you complete a form, which is available from Mrs Gore, providing them with the information they need to administer the treatment.

No child should have medicine or tablets of any sort in his/her possession at school. We are sorry that throat sweets, cough sweets and lip salves are not permitted. We have to ensure the safety of all the children in our care and can not take the risk of children generously 'sharing' their medicine with others.

Sun Tan Lotion

During hot weather, we suggest you apply sun screen to your child before school. There are creams which last all day.

If you wish, you may send a bottle of sun tan cream in to school in a named plastic bag. This may be kept in the staff room and children may ask for their bottle and apply the cream at the beginning of the lunchtime play time.

Your child may bring in a named sun hat to wear.

Absence

If your child is absent please telephone school between 8.30 and 10.00am. If we do not hear from you, we are obliged to ring for information.

When your child is well enough to return, he/she must bring a written note from home confirming the reason for absence.

Bolton School holidays are generous and requests for extra holidays are not encouraged. Young children forget quickly and can take some time to settle on their return because friendship patterns have been disrupted and concentration disturbed.

If you do ask for leave of absence for a holiday or family function, your child may need to complete work missed on his/her return. The school policy is not to set work in advance for pupils in these circumstances. It is particularly difficult at Beech House to send work in advance as so much depends on teacher explanation and guidance.

Requests for leave of absence for appointments should be made in writing to the class teacher.

Parental Responsibility

In the interests of your child's welfare and for legal reasons, the school must have accurate and up to date records on the following:

- Who your child lives with and which of these people has parental responsibility
- Whether there are any other people with parental responsibility who live apart from your child
- Whether there are any court orders which may have made changes to those who have parental responsibility or which impose restrictions on the exercise of parental responsibility

The school must have a copy of any such court order for record purposes.

Any letters sent to you by school (e.g. regarding a school trip) requiring a permission slip to be returned must be signed by someone with parental responsibility as defined in the Children Act 1989.

If you are away from home, please advise us of the name of the person caring for your child during your absence and any additional telephone numbers we might need.

Photography

We ask parents not to take photos or videos at certain events because of the disturbance it causes or because of copyright laws. We would be grateful if you would comply with our request.

If you object to photos of your child being used for display, in school publications or in publicity material, please inform us of this in writing.

Internet

Children are only permitted to use the internet if we have received a consent form signed by an adult with parental responsibility. Children will be closely supervised during lessons involving the use of the internet.

Bullying

We have a policy which deals with bullying and we take allegations very seriously. We take the following steps when we hear of an incident.

1. Talk to all parties involved.
2. Monitor behaviour at playtimes.
3. Alert staff at our weekly meetings about problems.
4. Contact all parents involved if it is felt that a child is behaving inappropriately.
5. ***Continue to monitor behaviour and to talk to all parties involved.***

Equal Opportunities

At Beech House, we have an Equal Opportunities Policy and every effort is made to create an atmosphere of mutual respect for and between all pupils and staff. We try to cater, as far as is reasonable, for any children with disabilities.

Complaints

A parent who has a complaint to make should, if possible, see the class teacher initially. If not satisfied, the parent should make an appointment to see Mrs Northin. Parents who wish to take the matter further should put their official complaint in writing.

Official complaints will be investigated by the Head following the Policy for Investigations within Beech House.

Should you ever need to see a policy, please telephone school to request this.

We hope you will find this booklet useful throughout the year. Some of the information may change and you will receive an updated booklet each September.