

# Beech House Infant School



## Information for Parents



# Beech House Infant School



## A to Z of useful information

### A

#### Absence and Attendance

If your child is absent due to illness please telephone or email school between 8.00am and 9.30am (01204 434759/ kgore@boltonschool.org). If we do not hear from you, we are obliged to ring for information.

The school follows Department for Education regulations and as such we expect regular attendance. 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.

Requests for leave of absence for **any reason** including appointments should be **made in advance and in writing to Mrs Taylor**.

If you do ask for leave of absence, 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 as so much depends on teacher explanation and guidance.

Children are expected to be punctual. Parents are asked not to drop children off before 8.00am as staff are not on duty until then. If you arrive after 8.40am we ask that you escort your child to the main door.

Further information can be found in the whole school policy.

#### Accidents

Unfortunately, accidents do happen in schools. 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 inform parents that they should monitor their child for 24 hours.

**It is essential that your contact details are kept up to date.** Please let Mrs Gore know whenever you change your telephone number at work, home or mobile.

#### Admissions

Boys and girls are usually admitted to Beech House in the September following their 4<sup>th</sup> birthday. The school considers all applications on merit and we invite the children to come along to school for a short assessment where they take part in a range of age appropriate and enjoyable tasks.

Dependent on numbers, we also admit children into Years 1 and 2 and we ask them to come along for an assessment which enables us to not only establish their skills in English and Maths but also to see whether they would settle happily into our school environment.

We are looking for children who have the potential to shine and who will get the most out of school life. We hope that when they leave us for the junior schools, they will be happy, confident, and independent learners who are ready to build on the excellent foundations that we have provided.

Enquiries and applications for entry should be made directly to our secretary, Mrs Katharine Gore on 01204 434759 or 01204 840201 ext. 269

Parents of children to be admitted to Reception in September are informed by letter and are then invited to attend a 'Welcome Meeting' in May where the induction procedure is outlined. We have an excellent programme for our new children, with introductory sessions in June.

Reception children commence on a part-time basis for a short period to ease them into full-time schooling.

For full details please see our Admissions Policy on the website or please ask Mrs Gore for a copy.

### Able, Gifted and Talented Provision

- ✚ Talented pupils are those with a particular ability in art, music, sport or the performing arts.
- ✚ Able pupils are those with the potential to achieve at a higher level than the majority of their peers in 'academic' subjects.
- ✚ Gifted pupils are those capable of exceptional performance representing around 0.5% of the population nationally.
- ✚ Able pupils, therefore, are the 'top group' in each class in the school, and gifted pupils are the 'top group' nationally.

We believe that early identification of Able, Gifted and Talented children is crucial, so that appropriate differentiated provision may be made available within the classroom context.

We recognise that the greatest resource in the classroom is the inspirational teacher who:

- ✚ Is enthusiastic and knowledgeable about their subject;
- ✚ Knows how individual gifted and talented children learn best;
- ✚ Uses open-questioning frequently;
- ✚ Develops pupils' thinking skills; and
- ✚ Allows Able, Gifted and Talented pupils to take risks in their learning.

### Additional Needs

At Beech House any additional needs of children may be identified by the class teacher or a colleague through observation, testing, assessment and consultation with parents, previous nursery/school records and health agencies e.g. school nurse. Our additional needs policy has been written with consideration of the national Code of Practice. Parents are consulted at each stage and are invited to attend meetings with the special needs co-ordinator (SENCO).

Our school has a range of facilities available for pupils with additional needs including a lift to the upper floor.

We value the help that parents can give us and appreciate them sharing any problems a child may have had previously or during their time with us. Should a parent have concerns about their child they should discuss them with the class teacher or with Mrs Taylor. Our Additional Needs Policy is available on request or can be found on our website.

## After School Care

Our wrap around care is provided by **Kidzone**. This is situated in the building across the road from the school and is open for breakfast club from 7.30am. At the end of the day they collect the children and are open until 6pm. They also run fantastic holiday clubs. Please contact the Kidzone manager Ms Rachel Kirkman on 01204 535263.

## Allergies

Please let us know if your child has any allergies/food intolerances. **If an Epipen is required we must have one in school at all times.**

## Assemblies

We have a weekly Celebration Assembly where we present certificates and awards. We invite parents of the children who have had a birthday that week to come along and join us. We also have regular year group assemblies.

Each term our whole school assemblies follow themes which are explored further throughout the school through PSHEE and RE. We look at fundamental British values and celebrate the diversity of our faiths and cultures. Themes cover values shared by all faiths such as good citizenship, caring, sharing and respect for each other as well as our environment.

## Assessment

All our children are assessed on an ongoing basis by their teachers, using a range of assessment methods which then informs the children's 'next steps'. Their progress is tracked every half term to ensure that their learning is personalised. Parents are always welcome to discuss their child's progress at any mutually convenient time with the class teacher.

## Asthma

The school takes the care of children with asthma very seriously. Please complete the appropriate medical form available from Mrs Gore, if your child is affected in this way. All children who have asthma should have a named inhaler in school at all times. It is parents' responsibility to regularly check their child's inhaler.

**B**

## Behaviour and Discipline

We have very high expectations and standards of behaviour at Beech House which we expect parents to support. We focus on shared values as part of our whole school ethos and we emphasise traditional values of courtesy and respect.

All children are expected to behave well in school, respecting each other, the adults with whom they work and the school environment. We aim to offer a caring community and welcome every initiative by a child to help someone else. The over-riding rule for all is that everyone will act with courtesy and consideration to others at all times. The emphasis in school is a positive one, based on talking about what is expected, and praise for good work and behaviour. There are clear systems in place to remind the children about our behaviour expectations and we have a range of rewards including: house points, certificates and stickers.

Racist behaviour and bullying will not be tolerated by anyone.

For further details, please see our Behaviour policy. This can be found on our website or ask Mrs Gore for a copy. Our policy on anti-bullying is also available.

### Breaks

Milk is available free of charge at morning break and a healthy snack is allowed for the afternoon (fresh or dried fruit or vegetables). **Please note: We are a nut free environment.**

The children are allowed to bring in a small bottle of water to drink during the day. (Please ensure your child's name is on all items.)

### **C**

### Car Parking, dropping off and collection

Car parking on site is quite limited and we ask that you are aware of pedestrians at all times. The car park at the front of the Nursery is for Nursery parents only. We ask that you do not block other people in.

Children may come to school any time between 8.00am and 8.40am. Staff are on duty to supervise them in the playground until they go into class.

School finishes at 3.20pm for all children. Cars are allowed into the grounds from 3.00pm. **Parking is on the lower playground and the Dobson Road Quad, behind the Boys' Senior School.**

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 by 3.20pm unless you have arranged for them to go to Kidzone.

Occasionally parents are unavoidably delayed and we would be grateful if you could telephone school if this happens. However if you are regularly late child care will be charged for.

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.

### Change of Address or Telephone Number

Changes of address or telephone number should be notified as soon as possible so that your child's records can be amended.

### Charities

We regularly support local and national charities through events and activities. We try to support one charity each full term and always welcome suggestions from our parents.

### Child Protection and Safeguarding

At Beech House we aim to provide a safe and happy environment in which children can work to the best of their ability.

Because of our day to day dealings with children we may notice something that gives us cause for concern. Parents are reminded that we have a duty in law to report matters concerning children. Mrs Taylor is designated to deal with these issues.

Please remember we are here to support you. If you feel you would like help or support we can often signpost you to many support groups and organisations.

Please see our Safeguarding Policy for further details.

### Clubs and after school groups

We like to provide our children with the opportunity to develop their enthusiasm beyond the classroom and hopefully discover talents they didn't know they had!

We have a number of after school activities some of which are run by external groups. At present we have Jujitsu, LAMDA, Baking, Science, Dance and Drama. (There is an additional cost if they are run by external agencies).

### Coach Travel

School coaches leave from outside the Senior School soon after 4.00pm. Beech House children are escorted to the coaches at 3.50pm. Staff ensure they are placed on the correct coach and their seat belts are fastened. In the morning, coach children will be met by a member of staff by the gate at the coach stop on Chorley New Road.

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.

### Communication

Good communication is essential to the ethos of any school. The greatest care is taken to inform parents of current issues and policies which may affect their children's education and welfare. A newsletter is sent home via email each week to inform parents of events in school so it is important that we have your up to date details. Each year group also sends out a termly newsletter as well as information about what has been covered in class each week.

We have parents' evenings throughout the year and also send out reports at the end of the Christmas, Easter and Summer terms.

We have an 'Open Door' policy and parents are always welcome to come into school (or to telephone) at any mutually convenient time and have a chat with the staff (you do not need to wait until parents' evenings!)

It is helpful if an appointment can be made but if the matter is urgent, please just call in.

### Concerns or complaints

All schools must have procedures for dealing with complaints. Our procedure is as follows:

If appropriate, the complaint is initially dealt with by the class teacher. Parents should contact school to arrange a mutually convenient time to meet. Most problems can be sorted out at this meeting.

However, if you are not satisfied, contact Mrs Taylor so that an investigation can take place. A parent who is still not satisfied should contact Miss S Hincks (Headmistress of the Girls' Division). Full details of the procedure may be obtained from Mrs Gore. Our policy is on our website.

## Curriculum

Beech House is an exciting place to learn and we aim to enable each child to fulfil their potential. Our inspiring curriculum offers a wide range of learning opportunities, delivered by dedicated and enthusiastic staff.

### Our Curriculum allows our children to:

Be Curious	Be knowledgeable	Be adventurous	Be ambitious	Be positive
Be Creative	Be collaborative and caring	Be reflective	Be independent	Be resilient

The Early Years Foundation Stage covers the education of children from birth to five years and is followed in our Reception classes. The Foundation Stage Curriculum, based on The Early Learning Goals allows the children to develop their skills through an exciting mix of adult and child initiated activities. There is a strong emphasis on active learning which encourages independence, resilience and a love of learning.

The Foundation Stage Curriculum covers the following aspects of a child's development:

- ✚ Personal, social and emotional development
- ✚ Physical development
- ✚ Communication and language
- ✚ Literacy
- ✚ Mathematics
- ✚ Understanding of the world
- ✚ Expressive Arts and Design

More details can be found in our Early Years Policy.

## Key Stage 1 (Years 1 and 2)

In Key Stage 1 (Years 1 and 2) we have a **thematic approach to the curriculum**, which ensures that the children become fully immersed in their learning. The children follow a cross-curricular topic each half term, covering; Science, Geography, History, Art and Design Technology. Our present themes include: **Year 1:** Penguins, Possums and Pigs, Fire, Growth and Green Fingers, Family Album, The Great Outdoors and Robots. **Year 2:** The Place Where I Live, Fighting Fit, Explorers, The Farm Shop, Wind in the Willows and Buckets and Spades.

Whilst Literacy, Mathematics, PE, Music, French and Computing will generally be taught discreetly, opportunities often arise to link the children's learning with the overall theme.

We have specialist teachers for Music, PE and French to ensure that all our children receive the best possible start to these subjects.

## English

At Beech House we believe that literacy and communication are key life skills. We develop the children's ability to read, explore fiction and non-fiction texts and to write enthusiastically for a range of purposes. We also encourage them to listen carefully and speak audibly for a range of audiences.

## Mathematics

We feel that it is essential that our children fully understand the number system so that they can solve problems and see maths as something that can be used in 'real life'. We encourage them to use, apply and develop their skills in a range of practical activities. They will gain an understanding of money, measurement and time and the more you can practice at home, the more confident they will become!

## Computing

Our curriculum evolves as new technology becomes available and we endeavor to equip our children with the skills necessary for life in a rapidly changing technological society. Coding and programming form a part of the Computing curriculum and the challenge for the children is not just how to work a computer, it is now how a computer works and how it can work for you!

## Science

Science teaching at Beech House offers opportunities for our children to:

- Develop knowledge and understanding of important scientific ideas, processes and skills and relate these to everyday experiences
- Develop skills of predicting and asking questions

The children are encouraged to develop their enquiry and investigative skills in activities that promote the raising and answering of questions. They will study the world around them and look at the wonders of nature.

## Art and Technology

Through art we aim to provide all children with opportunities which encourage them to produce creative work, exploring their own ideas and recording their experiences through 2D and 3D work. Techniques in drawing, painting and sculpture are nurtured using a range of materials and processes. Children are introduced to the work of great artists and are encouraged to evaluate and analyse creative works whilst using them as starting points for their own pieces.

Through technology we aim to inspire all children to use their creativity and imagination to design and make products that solve real and relevant problems. These are set within a variety of contexts; often linked to the topic being covered. Children are encouraged to consider their own needs and others' needs, wants and values.

## Geography and History

We aim to provide our children with a wider appreciation of the world around them. Children are given opportunities to investigate their surroundings including their immediate environment and the wider world beyond. They learn to appreciate how the world we live in today grew out of the past and have opportunities to explore artefacts and go on a wide range of trips.

## Music

The children experiment with sound using a wide variety of instruments. Through listening activities they develop a good knowledge and understanding of musical traditions and all children are actively involved in an excellent range of singing activities.

We have a specialist music teacher who teaches across school and pupils in Year 2 have the opportunity to learn a strings instrument.

## Physical Education

PE includes movement and activities, developing skills with both small and large apparatus. We have a specialist PE teacher who teaches dance, athletics and games. Children in Year 2 go swimming in the school's pool.

## Modern Foreign Languages

We have chosen to study French and employ a native speaking French Teacher to start to introduce the children to some simple phrases and vocabulary.

## Religious Education and PSHEE

RE is key in helping pupils to develop a framework of values, attitudes and beliefs and appreciation of other races, religions and ways of life.

The RE curriculum reflects the religions of our families at Beech House, at the moment this includes Christianity, Islam and Hinduism. We learn about all the different aspects of each other's religions: festivals, stories, places of worship and important people.

Throughout our school, we incorporate fundamental British values in our daily practice and celebrate the diversity of the school's faiths and cultures. Themes cover values shared by all faiths such as good citizenship, caring, sharing and respect for each other as well as for our environment.

## Curriculum enrichment

Every day is busy at Beech House and we like to enrich our children's learning by providing additional activities. We go on many trips and often have special visitors in school. Recently the children have enjoyed: willow weaving workshops, interviewing famous sports people and visiting an outdoor pursuit's centre. We also like to use our local environment and enjoy themed weeks such as 'Enterprise' and 'Arts' weeks.

**D**

## Data protection

In order to celebrate our children's achievements we should like to include photographs of our pupils in our displays, newsletters and promotional materials (personal details are never provided). If you would prefer us not to include your child's photograph in these materials please inform us in writing.

## E

### Earrings

Earrings are **not permitted** in Beech House.

### English as an Additional Language

Many of our children speak additional languages and we always try to celebrate this. Please speak to Mrs Taylor for more information.

### Educational Visits and Enrichment

During the course of the year, we try to arrange a variety of trips for the children to enrich their learning. We also regularly have visitors into school such as theatre companies, authors and circus skills workshops. Some of these activities incur additional costs, however we do try to keep these to a minimum. Detailed planning and preparation is carried out before each visit to ensure the children's safety at all times.

### 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 additional needs.

## F

### Fire Drills

Fire Drills, in the form of evacuation from class areas, take place on a regular basis. Children are expected to walk out of school calmly and assemble in the playground.

## G

### Guinea Pigs!

We have two Guinea Pigs in school, please let us know if your child is allergic to animals.

## H

### Hair

We encourage hair styles which are sensible for school rather than fashion based. Long hair should be tied back in a secure manner and bands or clips should be reflective of the school colours. We also ask that hair should not be shaved or spiky.

### 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.

## Health

We are very lucky at Bolton School to have our own school Nurses. They are on site, if needed, in case of illness or accidents and also carry out some health assessments including height and weight checks. If a child requires long term medication (such as an inhaler or Epipen) a care plan will be drawn up.

Asthma sufferers may keep inhalers in our first aid cupboard in the medical room. If your child requires a dose of a prescribed medicine or any applications of cream prescribed by the doctor during the school day, you should hand the bottle or tube, together 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.

The Nurses have a range of over the counter medicines eg Calpol.

No child should have medicines or tablets of any sort in his/her possession at school. Throat and cough sweets are not permitted as we have to ensure the safety of all the children in our care and cannot take the risk of children generously 'sharing' their medicine with others.

If your child requires a lip balm, please send it to the class teacher. It must be named and not of the tinted or flavoured variety.

## Homework

We set a variety of homework activities which are carried out in partnership with parents. We encourage the children to read daily and give them books to take home to read with their parents. Homework is an extension to the school day and the learning process. We look for parental support and supervision in this matter. Please see the teacher if you would like any additional advice.



## Identification of Clothing

We only hold lost property in school for a very short time. **It is very important that all articles of clothing, including PE kit and footwear, are clearly marked with your child's name.** This enables us to return items of misplaced clothing quickly to its owner. Please ensure that your child knows where to find their name on each item.

## Infectious Diseases

There are recommendations for the minimal exclusion from school for the common communicable diseases suffered by school children.

Children with diarrhoea/sickness should never be in school and **should not return until 48 hours after the last bout of illness.** Children with Chickenpox should not return to school until all the spots have crusted over. Other less common diseases will be discussed with parents as the need arises.

We ask that in the case of child illness, parents consider the wider school community when making a decision about when to return their child to school.

## J

### Jewellery

We do not permit earrings , watches or any other jewellery in school at any time. This is for Health and Safety reasons.

## K

### Keyrings

We allow **one small key ring** to be placed on book bags to aid identification. Please do not send in any more as we are unable to fit them into the children's drawers!

## L

### Lunches

Lunches are included in the fees and the children can choose from the daily menu. We are committed to providing high quality, healthy school meals. Our school lunches offer a choice of 3 main dishes together with fresh vegetables and a choice of dessert, fruit or yoghurt. There are always Halal and vegetarian options.

Please inform us of any dietary requirements or allergies.

## M

Medicines (Please see Health section)

### Makeup

Makeup, (including nail varnish and transfer tattoos), is not permitted.

### Mobile Phones

Children are not permitted to bring mobile phones into school.

### Money in school

Any money sent to school should be contained **in an envelope clearly marked** with the child's name, purpose and amount.

## P

### Parents' Association

Beech House has a wonderful Parents' Association (PA) which supports the school through raising additional funds. Over the years they have organised a range of fun activities for our children including discos, parties, trips and special visitors. They run regular 'New to you uniform sales' where parents can choose from an extensive stock of high quality uniform at very competitive prices!

As a result, the PA have been able to provide additional outdoor play equipment and fantastic resources. They have also contributed significantly towards many local and national charities including: Manchester Children's Hospital Baby Pod Appeal, The Phelan McDermid Syndrome Foundation UK and Comic Relief.

The PA Committee meets regularly to plan the fundraising activities for the year and everyone is welcome. Meetings are always very informal, over a cup of coffee and chocolate biscuits!

So why not get involved? You don't need any specific skills and even if you are unable to join the meetings you can still help when you can. New ideas are always welcome!

### 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 (eg regarding a school trip) requiring a permission slip to be returned must be signed by someone with parental responsibility.

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 events or assemblies because of the disturbance it causes and because of child protection issues. We also ask that you do not put photos of other children on social media without parental consent. 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.

### Policies

All our policies are available on request. Please see Mrs Gore for details.

## S

### The School Day

7.30am	Breakfast Club opens (Kidzone)
8.00am	Reception, Year1 and 2 children play outside
8.40am	Lessons begin with a mid-morning break and milk
12.00 – 1.00pm	Lunch

- 1.00 – 3.20pm      Afternoon lessons with an afternoon break and snack
- 3.20pm              End of the school day for all children. Children are collected by Kidzone or escorted to the coaches.

### Security

We have a security system in school for the safekeeping of the children. Entry to the school during school time is by the **front door only**, where a monitoring system is in place.

During school time children must be collected from the front entrance and never directly from the playground. All children entering or leaving during the school day must be registered by a member of staff in the office.

All adults entering school during the day must sign the book at reception and collect an authorisation badge.

### Snacks

All the children are offered milk in the morning. Children are permitted to bring fresh or dried fruit/vegetables for afternoon break. (No sweets, chocolate, biscuits, crisps or cereal bars.)

Please note: If you would like your child to have a drink at permitted times of the day this must be water. Please ensure it is in a small named bottle.

### Sun Tan Lotion

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

Your child may bring in a named sun hat to wear. Mrs Gore has Beech House baseball caps for sale at £7 each.

### Swimming

Swimming tuition is given to Year 2. This tuition takes place in Bolton School Swimming Pool where the children are taught to swim by staff from the PE department. Children are required to wear a swimming hat, full costumes for girls and trunks for the boys (not loose shorts).

**T**

### Toys

Pupils should not bring toys to school (unless asked) as losing or breaking them causes distress. Football cards etc. (for swapping) are not permitted in school.

## U

### Uniform

We have a winter and a summer uniform, however we do recognise that as we are in Bolton the weather can be unpredictable! Please consider if your child is going to be warm enough throughout the day and send in their duffle coat if necessary.

The winter uniform is worn from after October half term until Easter.

Summer uniform is worn after Easter to October half term.

**Please ensure everything is named!**

Boys	Girls
Short grey pants	Blue and white checked summer dress
White short sleeved shirt and Beech House tie	Uniform cardigan
Uniform jumper (can be sleeveless)	Plain white socks (no lace or ribbons etc.) or white tights
Uniform long grey socks with coloured bands or grey ankle socks	Long hair should be tied back. Bobbles ribbons, slides etc. should be navy blue, black or grey
Black shoes	Black shoes
Neat hair not touching the collar or falling into the eyes.	
Jewellery is not permitted	

## V

### Violin and cello

Our Year 2 children are offered the opportunity to learn the violin or the cello.

## W

### Water

Children can bring a small named bottle of water to school (no juice, flavoured or sparkling water please).

### Wellies

Reception children will need to bring a pair of wellies to school. These are kept in the cloakroom for the year. Please make sure they are named.

*If you are unsure of anything please just ask.*