



**BARFORD PRIMARY SCHOOL**

# **Parent Handbook:**

taking you step-by-step through starting school





# Thank you for picking Barford Primary School

Richard Lee, Head Teacher, says...

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

## We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

## Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 0121 464 3765 and we will be happy to help!

## Policies and term dates

On page 14 are details of some important policies you need to know about... and page 15 has term dates.

## Welcome

Welcome to our school and I look forward to getting to know you and your child.



# STEP 1

## STEP 1: Pupil Information Form (CMIS) BARFORD PRIMARY SCHOOL

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:
Post Code:	Email:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

### Parent(s) I Legal Guardian(s) with whom the child lives

Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:

In case of illness or accident, please provide additional emergency contact numbers.

### Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

### Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carers):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Please tear here





Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:			
Telephone Number:			

Child's previous school or playgroup:		Telephone Number:
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Does your child have a brother or sister in the school? If so please state

Name:	Class:	Year:
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Dietary Needs

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Travel to School

Please advise us of the main way your child will regularly travel to school:   Bus ☐   Walk ☐   Car ☐   Train ☐   (please tick as appropriate)

Services Children in Education

Are you a Services Family? YES ☐ NO ☐

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

Outside Agencies

Has your family ever been subject to Social Services involvement? YES ☐ NO ☐

Do you have (or ever had) a FCAF? YES ☐ NO ☐

Is this child classed as a Looked After? YES ☐ NO ☐

Ethnicity	Home Language Spoken	First Language Spoken	Religion

Is English an additional language?

YES ☐ NO ☐

If English is an additional language what level do you consider your child to be at

Fluent ☐   Average ☐   Poor ☐   No English Spoken ☐   (please tick as appropriate)

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

FOR SCHOOL USE ONLY

Birth certificate/passport copied ☐

Start Date    /    /

New Class:

CTF/Records requested ☐

STEP 1

STEP 2

STEP 2: ON LINE FREE SCHOOL MEALS APPLICATION  
BARFORD PRIMARY SCHOOL

Dear Parent/Carer

Re: Free School Meals

As you are aware you recently completed an application form for free school meals and provided the school with proof of receipt of an appropriate benefit.

The Local Authority have now developed an on line application and checking system to try and eliminate the need to keep applying and providing proof on an annual basis. In order to minimise the fuss for you the parent we are happy to set you up in the system by completing the on line form on your behalf and just need the information listed on the attached form and a signature giving us permission to complete the application on your behalf.

I understand from the Local Authority that once your details are contained on the data your claim will remain 'live' until such time as your circumstances change which will mean you will need to reapply and will, at that time, need to complete the form yourself.

In order for the form to complete successfully we MUST have ALL the information on the attached form so please do not leave any blanks. If you are not sure of anything on the form then please come to the school office and ask for assistance.

Thank you for your co-operation in this exercise and I hope that this will make the application for free meals much simpler for all of us in the future.

Yours sincerely

**R Lee**  
Head Teacher

PARENT'S/CARER'S SECTION		
Parent/Carer's Title (Mr/Mrs/Miss/Ms)	Parent/Carer's First Name:	
Parent/Carer's Last Name:	Parent/Carer's N I number	
Parent/Carer's Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Relationship to child	
Parent/Carer's Email Address	Parent/Carer's Home Address	
Postcode:		
Telephone		
Mobile		
Child's Name	Child's Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
Male/Female		
Other children in the School		
Name	Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Male/Female
Name	Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Male/Female
Name	Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Male/Female

CONSENT

I agree to the school applying for Free School Meals on my behalf and confirm that the information given above is correct and understand that to knowingly give false information could lead to further investigations.

Signature of Mother/Guardian:	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

Please tear here



LOCAL VISITS CONSENT

Dear Parent(s)/Guardian(s)

During the coming academic year your child will be involved in various projects some of which will involve them leaving the school premises during the course of the day and walking around the local area or visiting venues within the Birmingham vicinity including local landmarks such as the reservoir or park etc.

In addition to this the children in Year 5 take part in Swimming Lessons at Newtown Baths each Wednesday and will be required to bring a Swimming costume, towel and a bag in which to put the wet items after swimming.

To try and reduce the number of requests for you to sign forms I would be grateful if you could complete the consent slip below giving permission for your child to take part in such visits during the period September 2015 to July 2016.

Thank you for your support in this matter.

Yours sincerely

**R Lee**  
Head Teacher

CHILD'S NAME	CLASS
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I agree to my child taking part in any visits in the local area during the period September 2015 to July 2016

Signature: (parent/carer):	Date: [ ][ ] / [ ][ ] / [ ][ ]
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(Parent/Guardian)

INTERNET & EMAIL USE PERMISSION FORM

CHILD'S NAME	CLASS
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I have read and understand the school rules for responsible ICT use, and will comply with them. I will use the Internet and other ICT facilities at school in safe and responsible way and observe all the restrictions explained to me at school.

Signature: (parent/carer):	Date: [ ][ ] / [ ][ ] / [ ][ ]
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PARENTS NAME	CLASS
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I have read and understand the school rules for responsible ICT use, and as a parent or legal guardian of the pupil signing above, I grant permission for my child to use the Internet, and other ICT facilities at school. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials, including teaching of Internet safety skills and accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet. I accept responsibility and conveying standards for my son or daughter to follow when selecting, searching, exploring information and media, and acknowledge that they will be deemed accountable for their own actions.

Signature: (parent/carer):	Date: [ ][ ] / [ ][ ] / [ ][ ]
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RESPONSIBLE INTERNET USE RULES

- I will ask permission before entering a web site, unless my teacher has approved the site.
- I will not give my home address, email address, phone number or arrange to meet someone on the Internet.
- I will not enter any information without permission from my teacher.
- I will not subscribe to mailing lists.
- If I see anything I am unhappy or uncomfortable with I will tell a teacher immediately.
- All emails to class are moderated by the teacher.
- I will only use search engines that my teacher has approved.
- I will not download information from the Internet until I have checked with a teacher.
- I know that the school can check my computer files and can monitor the Internet sites I visit.
- I will look after all equipment and not deliberately damage it.
- I understand that if I break these rules, I could be stopped from using the Internet. or computers.
- All images of children will not be labelled with their name.
- I must record the source of information gained from the Internet and ask my teacher to check copyright details.

CONSENT FORM FOR USE OF PHOTOGRAPHS OR VIDEO FOOTAGE ON THE SCHOOL WEBSITE OR IN PUBLICATIONS

As part of this website we may, when relevant, include photographs or video footage of the children in relation to activities, trips or rewards etc. The implications of this would be that the child's photograph, if featured on the Website, would be displayed on the World Wide Web via the website. I would emphasise, however, that under no circumstances would we publish surnames, Dates of Birth, addresses or phone numbers or other information by which the children could be identified. We also, from time to time feature photographs in other publications used either to promote the school ie the School Prospectus or information leaflets and newsletters.

In accordance with the Data Protection Act the school must have your consent to feature any data or image connected with your child in any publications ie leaflets, posters, brochures and newsletters. I would, therefore, be grateful if you could complete the information contained overleaf and return the letter to school as soon as possible.

Yours sincerely

**R Lee**  
Head Teacher

CHILD'S NAME	CLASS
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(please select one of the phrases in each box as appropriate and sign in both boxes)

WEBSITE CONSENT

I GIVE my consent for photograph(s)/video footage of my child be taken and used on the website as explained in this letter.

I DO NOT give my consent for photograph(s)/video footage of my child be taken and used on the website as explained in this letter.

Signature: (parent/carer):	Date: [ ][ ] / [ ][ ] / [ ][ ]
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PRINT NAME (PARENT/GUARDIAN)
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PUBLICATIONS CONSENT

I GIVE my permission for photograph(s)/video footage of my child to be taken and used in any FUTURE publication material of a similar nature

I DO NOT give my consent for photograph(s)/video footage of my child to be taken and used in any FUTURE publication material of a similar nature

Signature: (parent/carer):	Date: [ ][ ] / [ ][ ] / [ ][ ]
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PRINT NAME (PARENT/GUARDIAN)
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Under the Data Protection Act 1998, this information will not be used for any purpose other than that stated on this form.

If you require any further information or have any queries relating to this matter then please contact Mrs Sankey at the school office.

Further clarification or information can be obtained from:  
Steve Cullen, Data Protection Officer, Martineau Education Centre, Balden Road, Birmingham B32 2EH



Please tear here



ABSENCE PROCEDURES

- It is advised that you read this document carefully to ensure you are fully aware of the implications of the school's policy.
- All absence due to illness should be reported to the school by telephone on the first day and a letter to school on the child's return.
  - Absence due to religious observance should be notified to the school, in writing, prior to the date.
  - If your child is late, they should report to the school office.
  - Children leaving the premises before completion of the school day should be signed out at the main office.
  - If your child has a medical or dental appointment, you should supply the school with proof either when you sign the child out of school or on their return.
  - Request to take children out of school, other than for medical or dental reasons, will be refused.
  - Parents are advised that they should ensure that suitable arrangements are made for the children to be in school by 8.50 am and collected by 3.15 pm.
  - Any child who is not collected by 3.30 pm will be placed in our After School Club and late fees will apply.

Please sign the pro-forma below to indicate that you have read and understand the contents of this letter.

Yours sincerely

**R Lee**  
Head Teacher  
I have read and understand the contents of the attendance letter and agree to comply with its contents.

Signature: (parent/carer):	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]
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USE OF EMERGENCY SALBUTAMOL INHALER

- Child showing symptoms of asthma/having asthma attack
1. [ ] I can confirm that my child has been diagnosed with asthma has been prescribed an inhaler [delete as appropriate].
  2. [ ] My child has a working, in date, inhaler clearly labelled with their name which they will either have with them or will be kept in school every day.
  3. [ ] In the event of my child displaying symptoms of asthma, and if their inhaler is not available or unsuitable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

CHILD'S NAME	CLASS
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Signature: (parent/carer):	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]
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Parent's address and contact details:

Full Address	
Telephone number (inc. code):	Postcode
Email:	



BARFORD PRIMARY SCHOOL processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

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

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that, [during the period covered by this FPN], steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website [www.barford.bham.sch.uk](http://www.barford.bham.sch.uk) or for those pupils/parents where this is not practical, a hard copy can be obtained from the School

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by request from the school office or is posted on the website.



# Home School Agreements

CHILD’S NAME	CLASS
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This school is committed to co-operating with individual families and their children to provide the highest quality of education. This education will be based on a partnership of shared values and beliefs, will be challenging, engaging and will extend achievement from 4 - 11 years of age. Our aim is to develop confident young people, capable of independent learning, ready and willing to operate as responsible and effective members of the community and equipped for the challenges of the 21st century.

### PARENTS/CARERS

- See that my/our child goes to school regularly, on time and in school uniform.
- Ring school every day to provide an explanation if my/our child is absent in accordance with school’s attendance policy.
- Make the school aware of any concerns or problems that might affect my/our child’s work or behaviour.
- Support the school’s polices and guidelines for behaviour and discipline,
- Support my/our child in homework and other opportunities for home learning.
- Attend parents’ evenings and discussion on my/our child’s progress.
- Get to know about my/our child’s life in school.
- Not take my child out of school for holidays or any other reason during term time.
- Support school in following national, local and school policies and procedures with regard to safeguarding children.

Signature: (Parent/carer):

### SCHOOL

- Promote each pupil’s health, safety and happiness.
- Encourage the pupils to do their best at all times.
- Encourage the pupils to take care of their belongings, surroundings and others around them.
- Provide a broad and balanced curriculum and strive to meet the individual needs of the pupil.
- Let parents know of any concerns or problems that affect the pupil’s attendance, work or behaviour.
- Keep parents informed about general school matters and about the pupil’s progress in particular.
- Arrange parents’ evenings during which progress will be discussed.
- Be open and welcoming at all times and offer opportunities for parents to become involved in the life of the school.
- Contact and Share information with professional agencies if there are safeguarding concerns regarding your child.

Signature: (Head Teacher):

### PUPIL

- Attend school regularly and on time.
- Do all my class work and homework as well as I can.
- Be polite, helpful and considerate to everyone within school and outside.
- Wear the school uniform and be tidy in appearance. Remember that I represent my school both at school and outside.
- Keep the school free from litter and graffiti.
- Always behave sensibly in class.
- Look after my personal belongings.
- Call everyone by their given name.
- Finish my work in a given time.
- Keep my hands, feet and other objects to myself.
- Work and talk quiet.
- Do as I am asked first time.
- Use computers, internet, emails, etc responsibly and only communicate politely with others when using these technologies.

Signature: (Pupil):

Date agreed: [ ] [ ] / [ ] [ ] / [ ] [ ]

STEP 4

STEP 5

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.

### PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																								
First Name																								
SURNAME																								
Form / Class																								

First Name																								
SURNAME																								
Form / Class																								

Parent/Guardian Details																								
Title																								
SURNAME																								
Email Address																								
Mobile Number																								
Relationship to Child																								

Primary Contact [ ] [ ]

Title																								
SURNAME																								
Email Address																								
Mobile Number																								
Relationship to Child																								

Primary Contact [ ] [ ]

Additional Details (if required)																								
Child First Name																								
Child SURNAME																								
Form/Class																								
Additional Email Address																								

Parent’s or Guardian’s																								
Signed																								
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]																								

ParentMail’s terms and conditions of use can be found at [www.parentmail.co.uk/terms](http://www.parentmail.co.uk/terms)

Dear Parent

Re: Communications from the School

As you know we try very hard to keep parents regularly informed about what’s going on at the school, however, sending paper letters home can be rather ‘hit and miss’ with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help make improvements in these areas we have decided to use a service called ParentMail, which is used by over 5,000 schools across the UK to communicate with 4 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages

- We can tell you more about what’s going on at the school

To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to complete the form and return it to us

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using ParentMail, email messages will be sent from [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk). Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Yours sincerely

Head Teacher

Please tear here





# Key information

## BARFORD PRIMARY SCHOOL

### What are our school times?

#### Nursery

Barford Primary School has its own purpose-built Nursery offering 65 part time Nursery places (Monday-Wednesday 8.50am to 3.15pm) .The Nursery unit stands in its own grounds with its own play area. Children in the Nursery come to the main school for assemblies, ICT, song practices, PE, lunch and to use the library.

#### Key Stage 1

Morning session 8.50 am to 12.00pm

Morning break: 10.25am to 10.40am

Afternoon session 12.40pm to 3.15pm

Afternoon break: 2.00pm to 2.15pm

#### Key Stage 2

Morning session: 8.50am to 12.45am

Morning break: 10.45am to 11.00am

Afternoon session 1.30pm to 3.15pm

#### Breakfast club

Barford has a breakfast club that runs from 7.30am to 8.50am and children can enjoy a healthy breakfast and socialise together before lessons start. Cost is £4 per session.

#### After school club

The Eager Beavers afterschool club runs from 3.15pm to 6pm and costs £8 per session. It is essential to book in advance and this can be done via Miss Freeman, the after school club manager.

#### Arrivals and departures

Children should not arrive before 8.40am, and must wait in the playground until the bell rings at 8.50am. Access to school prior to 8.50 am is not allowed under any circumstances.

Unless children are in Year 5/6 (and a consent form has been completed), they should not come to school without an adult or be left in the playground.

All Nursery and Reception children must be collected from the class teacher by a known adult. Nursery and Reception children will NOT be given to older brothers and sisters.

To comply with safeguarding procedures and general Health and Safety parents can only enter the school at 3.15pm. Access to the school prior to 3.15 pm is not allowed under any circumstances.

#### Playground and paths

Please note that Barford has a large area of shrubs and trees, which are out of bounds for all our children, so that the plants are given a chance to grow. Please keep your younger children on the playgrounds or paths.

### Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. We ask that all clothing has your child's name on it to ensure that any items that are mislaid can be returned.

The governors of Barford Primary School request that parents send their children to school in their uniform. The school colours are royal blue and grey. Non-logo uniform items are available from all uniform suppliers, but items that carry the school logo are only available from Tesco online. Please note that you are not under any obligation to buy school uniform that carries the logo.

#### Winter uniform

- Royal Blue sweatshirt/sweatcardigan/jumper/cardigan,
- Grey trousers/skirt/pinafore
- White or light blue polo shirt
- Flat black sensible shoes
- Waterproof coat
- Gloves and hat

#### Summer uniform

- Light blue gingham dress for girls
- Grey trousers or grey shorts for boys
- White or light blue polo shirt
- Flat black sensible shoes

#### P.E.

All children must take part in P.E. as part of the National Curriculum and for reasons of hygiene, health and safety should wear suitable clothing for these activities.

#### Outdoors - summer

- Pumps or trainers
- T- shirt
- Shorts

#### Outdoors - winter

- Tracksuit
- Joggers
- Sweatshirt
- Trainers

### Food in school

#### School meals

School dinners are prepared and cooked at Barford Primary School. Children have a choice of main courses and puddings and there is always a vegetarian menu. Copies of the menus are published each half term and are available to see each week on the school website at [www.barfordprimary.co.uk](http://www.barfordprimary.co.uk)

#### Dinner money

Dinner money is collected every Monday (or the first day of a school week). Please send money in a sealed envelope with the name of your child and their class clearly written on the outside. Change will not be given and any surplus will be carried forward to the following week. Please note that dinner money cannot be paid at the office.

We ask for your help in making prompt payments and apologise for the fact that we are unable to extend credit. For this reason we ask that any child with over two weeks of outstanding dinner money should bring in a packed lunch until the debt has been cleared.

If you wish your child to change from school dinners to a packed lunch or vice versa we ask that you put this in writing before the end of each half term.

#### Free school meals

All children in Foundation and Years 1-2 are eligible for free schools meals. If you have a child in Nursery or Year 3 to Year 6, and are in receipt of Income Support or Job Seekers Allowance (non-contributory), Child Tax Credit/Family Tax Credit, ESA or, supported by the Immigration and Asylum Act 99 and State Pension Credit, you should apply for free meals. In order for the school to receive its maximum finance, it is essential that all parents who are entitled to free meals apply. Please do not hesitate in asking a member of the office staff for assistance if you require help in completing the necessary forms.

#### Healthy snacks, drinks and packed lunches

Barford is a Healthy School and we ask that during the school day any snacks or lunches brought in from home should reflect this e.g. fruit, vegetables, foods low in fat, fruit juices and milk etc. Fizzy pop, chocolate and crisps are not allowed and NO HOT FOOD to be brought into school at lunchtime. Drinking water is freely available within the school. Children in Nursery, Reception, Years 1 and 2 will be given some free fruit or vegetables to enjoy as a snack at break time.





Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

The governors at Barford consider attendance to be extremely important and have discussed ways in which we can improve our current levels-from Nursery to Year 6-which are just above the current guidelines. We are aware of the impact of extended leave of absence on the continuity of the child’s education and so with immediate effect NO leave of absence will be granted. This is in line with the Birmingham Local Authority’s ‘Leave in Term Time Guidance’ - a copy of which you can request to see at the School.

Unauthorised absence could also mean that one or both parents may be served with a penalty notice and imposed with a fine of between £60 and £120. Any leave of absence in excess of approved dates or without prior consultation/agreement with the school may result in the child being removed from the school roll and their place re-allocated. This means that parents will have to re-apply for their child’s place on return from leave.

Holidays

Children are not allowed to take school holidays during term time. School holiday dates will be sent to you regularly and are always available from the school office and we ask you to keep to these dates when booking holidays.

Absence

Government guidelines suggest that schools should strive for 100% attendance where possible, but that attendance should not drop below 95%.

Medical and dental appointments

If your child requires a medical or dental appointment, please try and arrange these for after school. If this is not possible then an appointment letter or card should be shown at the office when you collect your child.

Late collection after school

To address the matter of punctuality Barford governors have introduced parental fines for children that are left at the school later than 3.30pm each evening. This is because the staff are expected to attend meetings or prepare and plan for the following day.

The following fines apply:

- 3.31pm-3.45pm: £5.00
- 3.46pm-4.00pm: £10.00
- 4.01pm-4.15pm: £15.00
- 4.16pm-4.30pm: £20.00
- 4.31pm-4.45pm: £25.00
- 4.46pm-5.00pm: £30.00
- 5.01pm-5.15pm: £35.00
- 5.16pm-5.30pm: £40.00
- 5.31pm-5.45pm: £45.00
- 5.46pm-6.00pm: £50.00

PLEASE NOTE THAT IF CHILDREN ARE LEFT AT THE SCHOOL LATER THAN 4.30 PM AND NO CONTACT CAN BE MADE WITH PARENTS, SCHOOL WILL INFORM SOCIAL SERVICES.

Jewellery

The school cannot be held responsible for any loss or damage to jewellery while on the premises, so please do not allow your children to wear jewellery to school. If your child has pierced ears then only small studs are allowed. If any child is found to be wearing jewellery this will be placed in an envelope in the school safe and will only be returned to a responsible adult.

Mobile phones

Only those children who make their own way home in Years 5/6 are allowed to bring mobile phones to school. The phones must be switched off and handed in at the main office at the start of the school day. Children can collect their phones at the end of each school day from the school office.

Clubs and activities

Many teachers give their time to organise and run clubs after school. Some clubs are based on sports and some on leisure activities. Each year teachers will inform children of the clubs on offer and the children can choose which club they would like to attend. Letters will be sent out stating the time and place as well as information on how these clubs are organised.

These clubs include activities such as:

- Fitness
- Multi-skills
- Netball
- SATS online tutoring
- Football.

Homework

Children will be given the following homework each week:

Phase 1:  
Nursery and Reception: One piece of Maths or English and a reading book

Phase 2:  
Years 1 and 2: Maths, English, spellings and a reading book

Phase 3:  
Year 3/4-Maths, English, spellings and a reading book

Phase 4:  
Year 5-Maths, English, spelling and a reading book  
Year 6-Maths, English, spelling, Science and a reading book

Books and reading

We want all our children to become enthusiastic and able readers, so we actively promote and encourage all children to take books home. We have found that children whose parents work together with the school and actively support their children’s reading, make rapid progress. The children have a reading diary and we ask that you or your child regularly fill in this diary with comments about the book.

With very young children, we ask you to support your child each evening by sitting down with them and sharing the book and then talking about it. As books are such expensive items we must ask you to take responsibility for the books that your child brings home and to return them to school the next day. If an accident occurs or a book gets lost, we request a contribution of £5.00 towards buying a replacement.



Special Educational Needs

There is a number of support staff in Barford who work with SEN, English as a second language, parents, community and inclusion. They support children and their parents in class, on courses and in groups and we are committed to a broad and balanced curriculum for all our pupils.

Our Special Needs Co-coordinator ensures that the school provides the best support possible for children identified as having special needs. We discuss any support plans with parents and provide regular feedback on progress. External agencies may need to be consulted on some occasions, but only with prior consent from parents.

Access

Children with a physical disability are fully supported in accessing all parts of the school. The school also works closely with a wide variety of outside professionals to help raise staff awareness, train staff and to support pupils with disabilities. We strive to take all steps possible to prevent disabled pupils being treated less favourably than other pupils. All children with disabilities have care plans, which set out their needs and how they will be met. If your child has any disabilities please let the school know.

Gifted and talented children

We recognise that all children are individuals with their own specific needs. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Charging policy

Voluntary contributions are requested to cover the cost of transport and admission. Trips that require an overnight stay are charged accordingly and parents are required to pay, as this not considered a voluntary contribution. Refunds are given if the following criteria are met:

1. The cancellation does not incur any expense to the school
  2. Another child fills the cancelled place
  3. The venue charges are only for those admitted and not those booked.
- A full copy of the school's charging policy is available on our website.

Emergency arrangements

As many teaching staff do not live near the school, it is possible that when road conditions are difficult they may be unable to reach school on time. If there is bad weather, please do not leave your child at the school, or send them off to school, before you check that there is someone here to receive them.

The school will send a text message informing you of school closures, using mobile numbers that parents provide. In addition, information on school closures in Birmingham can be found a follows:

- RADIO WM 95.6 FM www.bbc.co.uk
- FREE RADIO 96.4 FM www.freeradio.co.uk
- HEART FM 96 - 107 FM www.heart.co.uk

Regular announcements made regarding school closures on these radio stations from 6.45am.

You can also view a listing of the closed schools on the City Council website at www.bgfl.org or look for an announcement on the school website.

Medicine in school

The school can only administer medicine that has been prescribed by a doctor and an appropriate form has been completed. Medicine forms are available from the office.

Place all the following in box with main heading “Working with parents” Parental involvement [main heading for article]

Meet the teacher

Each term parents are invited to school to talk to their child’s class teacher to discuss their child’s progress, attainment and social development. Early in the new school year, parents are invited into school to meet the teacher and talk about the pupils’ targets for the forthcoming year. During the spring term parents are invited to look at the work their child has produced and the progress made in the first six months.

Reports

At the end of the school year parents are again invited to look at their child’s work and to discuss the end of year report.

Parent courses

Each year we hold a SATs INSPIRE morning for Year 2 and Year 6 when parents are invited to come and work alongside their children, learning more about what their children are expected to know for their tests.

All other year groups will also have INSPIRE workshops during the year, which are linked to Literacy & Numeracy skills. We hope all pupils have someone to work with each child e.g. a parent, grandparent, uncle, aunt or older sibling.

Voluntary helpers

We are keen to welcome parents into Barford Primary School and if you have some time to spare and would like to help, please let us know. You may like to help with cooking, sewing, art and craft or hearing children read or just be an extra pair of hands in the classroom.

Each year Barford runs a CACHE Certificate/Diploma in Supporting Teaching and Learning. If you are interested in gaining a qualification to work with children in school please contact the school office.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.





## Policies

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

To find out more about the school's policies, you can either call the school office or visit the school website: [www.barfordprimary.co.uk](http://www.barfordprimary.co.uk), click on 'parents' and scroll down to 'policies'.

Step 1



Step 2



## Term dates 2015-2016

### AUTUMN 2015

Term starts – Monday 7th September 2015  
Half Term – Monday 26th October to Friday 30th October 2015  
Term ends – Friday 18th December 2015

### SPRING 2016

Term Starts – Tuesday 5th January 2016  
Half term – Monday 15th February to Friday 19th February 2016  
Term ends – Thursday 24th March

### SUMMER 2016

Term starts – Tuesday 12th April 2016  
Half Term – Monday 30th May – Friday 3rd June 2016  
Term Ends – Friday 22nd July 2016



## BARFORD PRIMARY SCHOOL

Barford Primary School  
Barford Road  
Ladywood  
Birmingham  
B16 0EF

Tel: 0121 464 3765  
Fax: 0121 464 8882  
Email: [enquiry@barfordprimary.co.uk](mailto:enquiry@barfordprimary.co.uk)  
[www.barfordprimary.co.uk](http://www.barfordprimary.co.uk)

Office enquiries: Mrs Sankey  
Behaviour enquiries: Mrs Janagal  
Child Protection enquiries: Ms Latham

