


Ofsted
Outstanding
Provider



Birchwood Primary School

Parent Handbook

Taking you step-by-step through starting school

Rich Opportunities and Memorable Experiences



Welcome to Birchwood Primary School

Neil Coleman, Headteacher, says...

Welcome to Birchwood Primary School. I'm delighted that you have chosen our school and will be joining us soon. We have an excellent team who are dedicated to providing the best possible education for your child. We look forward to working with you and sharing the excitement of your child's learning.

In this handbook you will find lots of useful information. If you have any questions that are not answered please contact the school office on 01827 892913 and we will be happy to help! We also need some information from you, so could you please follow the steps in this handbook and return your completed forms to the school. I look forward to working in partnership with you and getting to know you and your child.



Key Information

What are our school times?

Children arrive on the playground no earlier than 8.30am for an 8.40am start.

- Teachers are on duty from approximately 8.30am; however, parents of infant school children must bring them onto the playground and stay with them until they go into school.
- An electronic bell sounds for the start of the school day.
- Children enter school quietly.

At 3.05pm children pack their bags, collect their homework and take home their reading packs.

- Children leave via the cloakroom doors.
- In the Infant School it is expected that parents will meet their children from the playground.

Before and after-school care

Before and after school care is provided by Birchwood Pre-school. They run a breakfast club before school and an after school club at the end of the day. For more details and to check availability please ring 01827 893331 or email birchwoodpreschool@welearn365.com

Arrivals and departures

The school car park is situated off Birchwood Avenue at the front of the building. For the safety of children, it may only be used by staff.

- Visitors arriving by car should park on the roads, ensuring that they park considerately.
- It would be appreciated if visitors arriving by car did not park across neighbours' driveways.
- Visitors enter via the Main Entrance at the front of the school and must sign in at the School Office however short the visit.

Uniform

We believe that children should wear uniform in school. We would like children to have pride in being a part of Birchwood Primary School and in maintaining a well-dressed and smart appearance. The uniform has been designed so that much of it is easily obtainable from chain stores. If your child is unable to wear an item of the uniform temporarily, please let us know by letter. We have never yet sent a child home for being improperly

dressed, but we reserve the right to do so. If you are not sure about what is appropriate we would be pleased to talk with you. We have a 'Trust Fund' for families experiencing difficulty and also a Uniform Shop.

Girls:

- Black (charcoal/grey is NOT permitted) 'school type' trousers, shorts, skirt or pinafore dress. Trouser length should not extend beyond the heel.
- White polo shirt (logo not required).
- Birchwood sweatshirt or V-necked cardigan with school logo.
- Black school shoes (flat sole/low heels).
- Black/White socks/tights.
- Blue check only dresses (Optional-Summer term only).
- Plain blue/black hair band if required.

Boys:

- Black (charcoal/grey is NOT permitted) 'school type' trousers or shorts. Trouser length should not extend beyond the heel.
 - White polo shirt (logo not required).
 - Birchwood sweatshirt with school logo.
 - Black school shoes (flat sole/low heels) - Black/White socks.
- PE – boys and girls:**
- Black shorts.
 - Black/white socks.
 - Plain white round neck T-Shirt.
 - Plain trainers for outside PE (Reception classes summer term only).
 - Named 'pump bag'.
 - Track suit in cold weather (limited logos, black/blue) except Reception classes.
 - Swimming - Plain one-piece swimming costume for girls or plain swim trunks for boys, towel, swimming hats for long hair.

Footwear

Summer fashion shoes e.g. crocs, flip flops, open toed sandals, canvas shoes etc are not permitted. Boots are NOT to be worn in school by children.

EVERY item of uniform MUST be marked with the child's full name.

Parents can purchase school uniform from our Uniform Shop in School by logging onto our school website www.birchwoodprimaryschool.com selecting Parents tab, followed by parentpay shop.

Food in school

Children from all classes enjoy eating together from a choice of either their own packed lunch or may have chosen a tasty meal from a range of choices offered by 'Birchwood Bistro', our school kitchen.

Free school meals

All children in Reception, Year 1 and Year 2 are eligible for free school meals through the government's Universal Infant Free Schools Meal initiative. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the office for details on how to apply.

Drinks and snacks

Children in the Infant School have the opportunity to eat a selection of free fresh fruit or vegetables and a drink of milk, for which there is a small charge. If you prefer children may also bring in a bottle of water to drink. Children in the Junior School may bring in a healthy snack, or purchase an item from the tuck shop. Sweets (including cough sweets) should NOT be brought into school. We have fresh water fountains across school which children can use to fill water bottles. Children may ONLY drink water in school during the school day, apart from juice at lunch.



Step 1

Data Collection 1/2 Birchwood Primary School

All the personal information we hold is held and processed in accordance with data protection legislation.

Please refer to the Privacy Notice (located on our website) for details of how personal information is used.

Pupil Surname			
Pupil Forename(s)			
Date of Birth		Gender	M/F
Full Address <i>Including Post Code</i>			

Parent Name	Priority 1		Parent Name	Priority 2	
Home telephone			Home telephone		
Mobile number			Mobile number		
Work number			Work number		
email			email		
Parental Responsibility		YES <input type="checkbox"/> NO <input type="checkbox"/>	Parental Responsibility		YES <input type="checkbox"/> NO <input type="checkbox"/>
Permission to be contacted as an emergency contact	YES <input type="checkbox"/> NO <input type="checkbox"/>	Permission to be contacted by text for routine school communications	YES <input type="checkbox"/> NO <input type="checkbox"/>	Permission to be contacted as an emergency contact	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please give details of all *other* persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Emergency Contact 1		Emergency Contact 2	
Name		Name	
Relationship to family		Relationship to family	
Home telephone		Home telephone	
Mobile number		Mobile number	
Work number		Work number	
Permission to be contacted as an emergency contact	YES <input type="checkbox"/> NO <input type="checkbox"/>	Permission to be contacted by email/text for routine school communication	YES <input type="checkbox"/> NO <input type="checkbox"/>

Medical Practice <i>(please include practice name, address and telephone number)</i>	
Please specify any medical conditions:	
Please specify any dietary requirements:	

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Please refer to the Privacy Notice (located on our website) for details of how personal information is used.

Please tear here

Home Language	First Language	Religion

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick **only one box** to indicate the ethnic background of the pupil or child listed overleaf.

Ethnic Group	(Please tick one of the boxes below)	
White	- British	<input type="checkbox"/>
	- Irish	<input type="checkbox"/>
	- Traveller of Irish heritage	<input type="checkbox"/>
	- Gypsy/Roma	<input type="checkbox"/>
	- Italian	<input type="checkbox"/>
	- White European	<input type="checkbox"/>
	- White Other	<input type="checkbox"/>
Mixed	- White and Black Caribbean	<input type="checkbox"/>
	- White and Black African	<input type="checkbox"/>
	- White and Black Asian	<input type="checkbox"/>
	- Any other mixed background	<input type="checkbox"/>
Asian or Asian British	- Indian	<input type="checkbox"/>
	- Pakistani	<input type="checkbox"/>
	- Bangladeshi	<input type="checkbox"/>
	- Any other Asian background	<input type="checkbox"/>
Black or Black British	- Caribbean	<input type="checkbox"/>
	- African	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	
Any other ethnic background	<input type="checkbox"/>	
Prefer not to say	<input type="checkbox"/>	

Data Protection Legislation: The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including the Local Authority and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting admin2619@welearn365.com.

Signed	
Print Name	
Date	

Name of Pupil	Class
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Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school within the next 10 days.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by Next Gen School Photography and available for purchase by parents, and held by the school for identification purposes with names attached	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	For Official school photographs taken by Next Gen School Photography, other personal information, including name.	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.	For use on internal school displays	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	For use as part of projects of work by students	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.	For use on the school's website	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.	For use on the school's Twitter page	YES <input type="checkbox"/> NO <input type="checkbox"/>

7.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as The Tamworth Herald or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	For use on Community Academies Trust's website	YES <input type="checkbox"/> NO <input type="checkbox"/>

We also need your consent before your child's **first** name would be attached to any images accessible externally to the school (for example social media, other websites or the print media). Please indicate below whether you consent to this:

Attaching your child's first name to images accessible externally to the school (for example social media, other websites or the print media)	YES <input type="checkbox"/> NO <input type="checkbox"/>
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We also appreciate how important it is for parents to take photographs to preserve special memories of their children during school events such as Christmas concerts, class assemblies and sports day. Our policy is to allow parents to take photographs of their own children on school premises as long as they are for personal use only. Such images should NOT be shared on social networking sites.

Please sign below if you agree not to upload photographs or videos taken during school events to social networking sites.

Signature:	
Relationship to child:	
Address:	
Telephone number:	
Date:	

Please note: You have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent / withdrawal in writing by contacting admin2619@welearn365.com.

Name of Pupil	Date of Birth
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At Birchwood Primary School, we believe that children make the best progress when home and school work together. This agreement sets out the responsibilities of home and school in order to strengthen that relationship.

Children will be made aware of the school's expectations of standards of behaviour and parental support of our behaviour policy is crucial.

The school will always sign and abide by the agreement and we encourage parents to do likewise. It is expected that all children at Birchwood Primary School will abide by the school's behaviour code, whether the agreement is signed by parents or not.

Our Vision:

To inspire children to become confident, secure, caring individuals who achieve personal success and develop a love of learning through Ensuring Excellence.

Our Mission is to ensure that our pupils:

- Will be central to all we do.
- Will experience 'rich opportunities and memorable experiences', developing a thirst for knowledge and becoming enthusiastic, independent learners.
- Will be highly literate, numerate and articulate.
- Will build self-discipline, and a sense of pride and respect for themselves and others.
- Will be highly adaptable to change, equipped for life in a highly sophisticated and technological society.

Our Values:

We foster high expectations of all children's behaviour, work and relationships and to celebrate success widely. We provide rich, stimulating and accessible learning opportunities which ensure all children develop as enthusiastic and independent learners. We build children's self-discipline, and a sense of pride and respect for themselves, their work, peers, school and the wider community. We develop positive partnerships between school, parents and our community and a shared understanding of our aims. We create a school environment where children are healthy, happy, safe and secure, where they feel valued and respected within a diverse and inclusive environment.

Home and School responsibilities:

The school will:

- Provide a foundation for lifelong learning through a broad and balanced curriculum.
- Meet the requirements of the National Curriculum.
- Encourage and enable children to do their best at all times.
- Encourage children to act with 'consideration' for all others at all times.
- Encourage children to take pride in themselves, their appearance, their learning and their school.
- Provide a safe and secure environment for children.
- Welcome parents in to school and keep them informed of school events.
- Inform parents of their child's progress and suggest ways they can support them.
- Ensure the whole school community is aware of safeguarding and child protection procedures.

Headteacher's signature (for the school)	Mr N. Coleman
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Home School Agreement and Events and Activities Form 2/2

Birchwood Primary School

Step 3

The Parents/Carers will:

- Encourage children in their learning and offer appropriate support at home.
- Encourage their children to become independent and take responsibility for their actions.
- Make sure their children attend school regularly, arrive and are collected on time.
- Make sure they inform the school of any absence on the day by phone and on subsequent days.
- Ensure that children are dressed appropriately and have the necessary kit.
- Inform the school of anything that they feel may be affecting their children's learning.
- Share any concerns they have by talking to the class teacher in the first instance.
- Attend parent-teacher meetings to discuss their child's learning.
- Support the school's expectations of behaviour.
- Understand that no holidays may be taken during term time.
- Support the school's policies found on our website.

Signature of Parent/Carer:	Please print name:
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The Child will:

- Show consideration at all times and respect the feelings of other children and adults.
- Show regard for their own safety and the safety of others.
- Have a positive attitude, take pride in their learning and try their very best.
- Attend school regularly and arrive at school on time.
- Wear our school uniform and be tidy in their appearance.
- Share their successes with their families and friends.
- Tell someone if they have worries or concerns that are making them feel unhappy.
- Take pride in our school and be a responsible member of our school community.

Name of the child:

Local Visits and food tasting:

Over the course of a typical school year the children are involved in a range of exciting activities that support their learning. As part of their learning theme, not only do we use our own school grounds, but children may also be required to go for walks into our local community or neighbouring schools. We also plan lessons, which involve the children preparing and tasting food.

First aid and minor accidents:

Unfortunately during the school year children may also have minor accidents such as bumps and grazes. To avoid unnecessary distress or needing to call parents into school, we also understand the benefits of undertaking first aid on children for minor injuries.

Please sign below confirming your agreement for the following by ticking the boxes.

Events and Activities	Please Tick) ✓
Walks into school's immediate locality during school time, eg to local shop, library, The Polesworth School, Dordon School, Polesworth Abbey, Dordon Church etc	
Food tasting under supervision during lessons. Children will not be allowed to taste any foods which are known to have an adverse effect on them. (checks on the information held at school will be made.)	
Cleansing of minor cuts and grazes with alcohol free cleaning wipes and applying dressing/sticking plasters	

Signature of Parent/Carer:	
Please print name:	
Date:	

Step 4

Consent for Data sharing with Third Parties Form

Birchwood Primary School

Name of Pupil	Date of Birth
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In order to enhance and improve our pupils' educational experience, we share personal information with external web-based learning resources.

In this form we have set out:

- (a) Details of the external resources that we currently use, and
- (b) The personal information that we share with them

We would be grateful if you would indicate whether you consent to your child's personal information being shared for the following purposes.

Resource One – e-schools Virtual Learning Platform

- Purpose of Resource: e.g. allowing pupils to complete class work at home
- Personal Information Shared: pupil name, class name

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: (Please Tick) ✓	YES	NO
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Resource Two – Purple Mash

- Purpose of Resource: Educational computing resources
- Personal Information Shared: Pupil name, class

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: (Please Tick) ✓	YES	NO
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Resource Three – We Learn (School's Website)

- Purpose of Resource: School pupil email system
- Personal Information Shared: Pupil name, class

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: (Please Tick) ✓	YES	NO
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Resource Four – Nessy

- Purpose of Resource: To support spelling, reading and Maths for specific groups of children
- Personal Information Shared: Pupil name, class

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: (Please Tick) ✓	YES	NO
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Signature:	
Relationship to child:	
Address:	
Telephone number:	
Date:	

Full details of the learning resources, including details of where information is held, can be found in our Privacy Notice.

Please note that you have the right to withdraw your consent for the sharing of personal information at any time. You can notify us of your consent withdrawal in writing by contacting admin2619@welearn365.com.

Please tear here

We recommend that you apply on-line at www.warwickshire.gov.uk/freeschoolmeals.

You can also apply by calling 01926 359189. Please note claims cannot be backdated.

Details of the Parent/Carer claiming the qualifying benefit

Title	First Name	Surname	Date of Birth
Address		Postcode	
Relationship to children	Telephone Number		
Email Address	National Insurance/NASS reg. Number		

Which qualifying benefit do you receive?

(Please Tick) ✓

Child tax credit with an annual income assessed by HMRC of less than £16,190.	
Income-Based Job Seeker's Allowance.	
Income-Related Employment Support Allowance	
Universal Credit	
Income Support	
Guarantee Element of State Pension Credit	
Support under Part VI of the Immigration and Asylum Act 1999	

Names and details of Children in Full-Time Education

Surname	First Name	DOB	Name of School

Declaration

- I will notify WCC if my benefit is stopped/changed and I understand if I do not do this or give false information I will have to repay the cost of any meals taken free to which my children were not entitled.
- I agree that you will use the information provided to process my claim and will contact other sources as allowed by law to verify my initial and ongoing entitlement.
- I understand that this information may be also be used to assess entitlement to receive free travel to school for my children.
- I understand that I can contact you and withdraw my consent for you to use this information for these purposes at any time.
- I understand that each child's details will be sent electronically at their current school.
- I understand that the system will continually check eligibility and notify the school of any changes.

Signature _____ Date _____

If your child will be in Reception, Year 1 or Year2 and your application is unsuccessful – don't worry, they will still receive a meal. The fact that you have submitted an application will help ensure the school receive all of the funding they are entitled to. You will be automatically notified if the status of your application changes.

Please return this form into school. We will then forward this on to:
Warwickshire County Council, Communities Group (Free School Meal) Saltisford Office Park, Ansell Way, Warwick, CV34 4UL

Frequently asked questions

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

Regular attendance is considered essential for children to realise their full potential. Parents are asked to notify the school if their child is absent or going to be absent in the near future. Notification of an absence by a parent/carers is not an official authorisation. If the school has a concern over such a matter, we will discuss it with you and then possibly the Educational Welfare officer.

Poor attendance

The Government has stated that once a child's attendance figure drops to 85% they are classed as persistently absent. This equates to just 30 school days, so please help your child by ensuring they are in school unless there is valid reason for their absence. Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 24 hours following the last attack.

Holidays

Children are not allowed to take school holidays during term time unless there are exceptional circumstances. 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.

Jewellery, hair and accessories

Jewellery must not be worn in school at any time. We prefer children not to wear earrings because of potential for accidents, however, small round 'ball like' silver/gold studs may be worn ONLY. These MUST be removed for PE/Games or covered with a plaster provided by home. Body piercings are not permitted. Hair for girls and boys which is longer than shoulder length must be tied back. Extreme hair styles are not permitted. Hair should not be closely shaved, and only natural hair colours are permitted.



Clubs and activities

Birchwood is very proud of the wide range of activities it offers to children. Previous activities have included:

- Fencing.
- Dance.
- Eco.
- Art.
- Gardening.
- Chinese.
- Cooking.
- Cross Country.
- Gymnastics.
- Netball.
- Rugby.
- Tennis.
- French.
- Football.
- Science.

Clubs are offered to children throughout the school from Reception to Year 6. We also have a number of specialist 'sports coaches' working with us in school who offer a variety of exciting activities before and after school as well as during the school day.

Birchwood Additional School Experiences (B.A.S.E.)

BASE Skills Academy run every Friday afternoon as part of our Broad and Balanced curriculum. Children get to experience a wide variety of new skills across the year. This forms part of our Positive Behaviour Policy and rewards children's excellent learning and general behaviour.

Music

We are keen to ensure that as many children as possible have the chance to learn to play a musical instrument in their time here at Birchwood. Through 'Upbeat' whole class teaching, pupils all have the opportunity to learn a musical instrument. Children also have the opportunity to learn to play a wide range of musical instruments in small group lessons with our teaching partner Independent Music Solutions. They also play together in our Playtastic Orchestra, or playing and composing in class music lessons on tuned and untuned percussion instruments. Children at Birchwood have lots of chances to get involved in music making.

Homework

The minimum amount of homework set for all pupils is twice weekly. On a Monday children receive oral homework like spellings, grammar, tables and mental maths to practice during the week. On Thursday a written piece of Maths or English homework is sent home for completion by the following Thursday. If homework is not received on these days, parents should return to school immediately to collect it with their child. Homework is set in this way so that it is not detrimental to children's involvement in other extracurricular or out of school activities. Other work however may be set as appropriate during the school week. In addition to other homework assignments, children should bring their home/school reading packs on a daily basis. Guidance for parents is included in Reading Packs.

Special Educational Needs

It is the aim of this school to provide every child with the best education possible. Our objective in setting out the school's Special Educational Needs policy is to make everyone aware that we want all pupils to benefit as fully as possible from the education provided within the school.

Aims and Objectives

We aim:

- To identify pupils with special educational needs as early as possible and that their needs are met.
- To have in place systems whereby teachers are aware of such pupils.
- To provide all our children with a broad and balanced curriculum that is differentiated to the needs and ability of the individual.
- To be sympathetic to each child's needs by providing a strong partnership between children, parents, governors, Local Authority and outside agencies.
- To ensure all pupils make effective progress and realise their full potential.
- To ensure all pupils take a full and active part in school life.
- To work with other schools to share good practice in order to improve this policy.

Please see our website for more information on our SEND provision. Details can be found under About us/School policies and guidance.

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. If any parent does not wish or is unable to contribute to the cost of an activity their child will not be discriminated against. However, if we receive insufficient contributions it may not be possible for the trip to take place.

Contacting parents

In case it is necessary for us to contact you during the school day because of an accident or illness, it is essential that there is not only a phone number of your work 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 any change in circumstances as soon as possible.

Medicine in school

Please note that there is no legal duty that requires school staff to administer medication; this is a voluntary role.

We would ask parents to request that their doctor, whenever possible, prescribe medication that can be taken outside the school day. However, we as a school recognise that there are times when it may be necessary for a child to take medication during the school day and we are prepared to take responsibility for these occasions. School will only administer PRESCRIBED medication.

Working with parents

Parental involvement

At Birchwood we offer regular reporting opportunities through a termly appointment system and an annual written school report. Naturally you may make an appointment with your child's teacher at any time should you be particularly concerned or wish to discuss a particular difficulty. Parental consultation evenings are held in the Autumn and Spring Terms. These sessions offer parents the opportunity to visit the school, see their child's classroom, view their school work and discuss their progress.

Reports

A detailed report on all subjects taught will be sent home annually towards the end of the Summer Term and in addition we send home two termly 'interim reports' in the Autumn and Spring Terms. This report is based on the class

teachers' assessment of your child's performance throughout the year, where you will be told clearly how your child is performing compared to his/her peers and national standards and of any special educational needs. All parents are given the opportunity to discuss their child's report with the class teacher.

Parents of EYFS children will be informed through their child's annual school report the Early Learning Goals they have achieved. Year 1 parents will be informed as to whether their child has passed their Phonics screening check and Year 2 & Year 6 pupils will be informed of the scale score they have achieved at each Key Stage.

Birchwood's Local Governing Body (LGB)

The LGB act as a 'critical friend' to the school, asking challenging questions about performance and using their skills and experience to support the school in addressing its aims. They are involved in creating and developing a strategic plan for the school, setting and agreeing its objectives, and monitoring and evaluating its success by focusing on progress and outcomes. Each Governor has their own area of

responsibility, but they work collectively to support the school.

Improving standards

All Parent and Community Governors are unpaid volunteers, with the Headteacher and Staff Governor giving up their time to attend the LGB meetings. We appreciate their contributions and thank them for giving their time and expertise to the improvement of school standards and assisting us to give all the children the best possible primary school experience. Governors attend regular meetings, make visits to the school and are frequently in contact with us to ensure that successes are celebrated, and areas of concern acted upon. If you wish to contact the Local Governing Body, please do so via the school office. PTA

Team Birchwood are a group of parents, carers, teachers and friends who support the school through a variety of events throughout the year, in which we try to raise funds for the school. You are always welcome!

Our vision, mission and values

Our Vision

To inspire children to become confident, secure, caring individuals who achieve personal success and develop a love of learning through Ensuring Excellence.

Our Mission is to ensure that our pupils:

- Will be central to all we do.
- Will experience 'rich opportunities and memorable experiences, developing a thirst for knowledge and becoming enthusiastic, independent learners.
- Will be highly literate, numerate and articulate.
- Will build self-discipline, and a sense of pride and respect for themselves and others.
- Will be highly adaptable to change, equipped for life in a highly sophisticated and technological society.

Our Values

We foster high expectations of all children's behaviour, work and relationships and to celebrate success widely. We provide rich, stimulating and accessible learning opportunities which ensure all children develop as enthusiastic and independent learners. We build children's self-discipline, and a sense of pride and respect for themselves, their work, peers, school and the wider community. We develop positive partnerships between school, parents and our community and a shared understanding of our aims. We create a school environment where children are healthy, happy, safe and secure, where they feel valued and respected within a diverse and inclusive environment.

Why do we need 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.

High standards

At Birchwood we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office on 01827 892913 or visit the school website: www.birchwoodprimaryschool.com and look for School Policies and Guidance under the About Us drop down menu.

Key policies

Some of our key policies are:

- Accessibility.
- Attendance.
- Positive Behaviour.
- SEND.
- Safeguarding.



We have one school rule: 'consideration'



Birchwood Primary School

Birchwood Avenue, Dordon, Staffordshire, B78 1QU

Tel: 01827 892913 Email: admin2619@welearn365.com Website: www.birchwoodprimaryschool.com

