

# Parent Information Directory 2016/17



Everything you  
need to know for  
your child's year  
at school.

## Milton Park Primary School

Every Day a Learning Adventure



# Everything you need to know...

## Lorraine Fitzpatrick, Headteacher, says...

Many thanks for picking our wonderful school to educate your child.

### Support

To help you better understand how our school works, and to remember what we need you to do, we have written this directory. It contains practically everything you will need to know for your child's year at school.

### Keep this directory

Please keep this directory somewhere safe, and use it regularly.

### Let us know

If you have a question or query, the answer should be in here. If it isn't, let us know and we will include it in next year's directory.

### You and your child

I look forward to getting to know you and your child over the coming year.



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## Working with parents

### Communication with parents

We recognise the importance of communication to optimise the accessibility to pupils, parents/carers and the wider community. The school operates an 'open door' policy to discuss any issues. Parents', carers' and pupils' views are sought on a regular basis and acted upon. Milton Park Primary School also has very strong links with outside agencies which enables productive working and signposting to other services where appropriate.

### Parents' Evenings

We hold two parent interviews during the year, to give you the opportunity to meet with your child's teacher and to review their progress. A written report is sent out to parents at the end of the Summer Term. If you have any concerns, at anytime, please do not wait for parent interviews. Arrangements for an appointment to see your child's teacher, the Headteacher or another member of staff can be made by contacting the school office.

### News and newsletters

We have in place a range of communication formats including regular newsletters. Parents'/carers' letters are available in large print and other languages on request. All school information is available in hard copy or via the website. Our website is a great resource for keeping updated with events at school. You'll find regular updates on our website at: <http://www.miltonpark.org.uk> under the 'News' and 'Information' sections.

### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

### The Home/School agreement Agreement

At Milton Park Primary School we would like to form a genuine partnership with you and your family members, to enable your child to reach their potential whilst they are with us. To demonstrate the importance of this partnership, we ask for a copy of our Home/School Agreement to be signed by the child, their teacher and their parent/carer. The agreement outlines the responsibilities of everyone in helping to create a safe, happy and positive learning environment.

### Contacting parents

In order to make contact between the school and parents easier and faster, Milton Park Primary School uses a text messaging service to communicate with you on school closures and other exceptional circumstances. This service works by sending a standard text message to the designated mobile phone number provided by you. Apart from the contact telephone number and the pupil's first name (no surnames), no other personal data will be held by the texting company. We will be using a third party company called Esendex, who provide this service under contract for Somerset Local Authority (our ICT support provider). Their website address is [www.esendex.com](http://www.esendex.com). We believe that parents find this service very useful. If, however, you wish to opt out of this service (at anytime) please contact the school office. Please can you ensure that we have an up-to-date mobile telephone number for you, which you can access during the school day.

## Key information

### What are our school times?

- 8.30am - school office opens.
- 8.45am - registration and start of school day.
- 3.00pm - end of school day - Reception Year.
- 3.15pm - end of school day - Years 1 – 6.

Registers will close at 9.30am. Children arriving after 8.55am but before 9.30am will be recorded as late. In Reception this will be after 9.00am. Children arriving after 9.30am will be recorded late and as an unauthorised absence.

### Wraparound Clubs

#### Breakfast Club

Breakfast Club is open from 7.45am-8.45am and is held in the lower school hall. Each session costs £3 per child which includes a healthy breakfast including fresh fruit. Fresh drinking water and milk are available at all times. All individual dietary or cultural requirements can be met. Your child will be able to choose from a range of activities and resources. These include crafts, board games, puzzles and listening to some music. We encourage outdoor play weather permitting. Our mobile number is 07517859876; this is a dedicated number for Breakfast Club. If you have any questions about bookings, available spaces or general queries please do not hesitate to call.

#### After School Club

The After School Club is open from 3.15pm-6.00pm and is held in the lower school hall. Each session costs £10 which includes a healthy snack. We offer a relaxed environment where the children are free to choose from a range of activities and resources. These include craft, board games, puzzles, Lego, dolls, home corner and dressing up to name just a few options! We encourage outdoor play weather permitting and have access to the computers in the ICT suite. We provide healthy snacks including fresh fruit and vegetables. Menus will be reviewed termly to reflect seasonal changes and parents will be informed of any changes made. Fresh drinking water and milk are available at all times. All individual dietary or cultural requirements can be met. Our mobile number is 07516555149. This is a dedicated number for the club. If you have any questions about bookings, available spaces or general queries please do not hesitate to call.

#### Bookings and payments for the Breakfast and After School Clubs

Before your child starts at the Breakfast and/or the After School Club you will be asked to complete a pupil admission form. This will include contact details, emergency numbers and any medical information that we will need to know about the child. Any session must be booked and paid in advance to ensure correct pupil to staff ratios. If your child is ill credit will be given against a future session. Payments can be made at the office or on ParentPay. If you choose to pay on ParentPay please remember to confirm that there is a space available.

### Arrivals and departures

Children should not arrive at school before 8.30am unless they attend Breakfast Club. Children remain the responsibility of their parents until entrance to the school.

#### Parking

There have been several incidents involving dangerous and inconsiderate parking on Milton Park Road. The school has informed the council and the police of the difficulties that we face during this time and we are encouraging parents and residents to take registration numbers down and inform the police of dangerous or inconsiderate parking. We are strongly requesting that you park sensibly for everyone's safety, especially the children attending the school:

- Do not park on or in between the cones.
- Do not 'double-park'.
- Do not 'drop off' in the middle of the road.

Parking at the top or bottom of the road and walking your children is preferred. Walking to school is an easy way to keep fit and will keep everyone safe. Your support is much appreciated.

### Uniform

We believe that the wearing of school uniform encourages children to take pride in their appearance and gives them a sense of belonging to Milton Park Primary School. We feel that the children's appearance will help encourage high standards of behaviour and personal achievement. Parents are asked to ensure their children conform to our dress code which is smart and practical, yet affordable.

#### Where to buy

Our uniform is available at several local large supermarkets and shops. Sweatshirts, cardigans and fleeces with the school logo, as well as book bags, are available to purchase from the school office. Sun hats must be provided during warmer weather. Our uniform is:

#### Girls

- Grey or black skirt, pinafore or trousers.
- Red and white checked dresses in summer.
- White polo shirt.
- Burgundy sweatshirt with or without school logo.
- Black low heel shoes (sandals in the summer if you wish).
- Burgundy fleece.

#### Boys

- Grey or black trousers/shorts.
- White polo shirt.
- Burgundy sweatshirt with or without school logo.
- Black shoes.
- Burgundy fleece.

#### PE kit

PE kit must be kept in a drawstring bag on the child's peg and comprises:

- Black shorts.
- White t-shirt.
- Black daps.

Long hair should be tied back at all times and hair ornaments kept to a minimum.

Labelling your child's belongings is vital to prevent them from being mislaid.

### Food in school

#### School meals

School lunches are provided by an external catering company (Taylor Shaw) and are prepared and cooked on site in our own kitchen. The menus are designed to ensure your child is eating a healthy balanced meal. Meal choices include a dish of the day, a vegetarian alternative, jacket potato meal with salad, and a packed lunch option. Fresh bread is always available and children are encouraged to help themselves from a salad bar, which offers a wide range of fresh salad choices to accompany any main meal selection. Desserts include the pudding of the day, fresh fruit and yogurt. The current menu and price are available from the school office

#### Free School Meals

The school actively encourages anyone entitled to Free School Meals to claim them and forms can be collected from the school office. Help to fill these in is available on request throughout the school day. We encourage children to drink plenty of water, as this has been shown to aid concentration. Meals continue to be completely free of charge for pupils in Years R, 1 and 2.

#### Milk

Milk is provided free of charge up to the age of five. After this time you have the option to buy direct from the dairy. Forms are available from the school office.

#### Dinner money

Meals cost £2.10 per day. Dinner money must be paid in advance, preferably through ParentPay, or alternatively via the school office in a named envelope. Cheques should be made payable to North Somerset Council. Full details about using ParentPay are available on our school website. Please note that the school cannot support dinner money debts. If there are arrears on your school dinner account and a school dinner is ordered, you will be contacted and asked to bring a packed lunch into school, or take your child home for lunch.

#### Packed lunches

Children may bring a packed lunch from home. These should be packed in a box clearly marked with the child's name and class and are kept outside of the classroom. We ask that children do not bring their own drinks as water is provided. Please provide your child with a named cup for this purpose.

#### Fruit and drinks

To encourage healthy eating, children are not permitted to bring sweets or fizzy drinks in their lunch boxes. We encourage all children to eat fruit at morning break. As part of the Government's healthy eating scheme, children in Foundation Stage/KS1 are offered a piece of fruit every day which is free of charge. Fruit is also on sale at the school fruit shop for a small charge, or children may bring their own. Children are encouraged to bring their own bottle for water every day which will be freely available to them.

# Who's who

## Headteacher:

Miss Lorraine Fitzpatrick

## Deputy Headteacher:

Mrs Gail Matter

## Assistant Headteachers:

Mrs Katharine Jordan  
Mrs Rebecca Perry

## Inclusion Manager:

Mrs Catherine Cowlin

## Senior Leadership and Management Team:

Miss Lorraine Fitzpatrick - Headteacher  
Mrs Julie Backler - Phase Leader, EYFS  
Mr Paul Cox - Pastoral Support Manager  
Mrs Catherine Cowlin - Inclusion Manager  
Mrs Julia Flynn - Numeracy Lead  
Mr Paul Gibbs - Literacy Lead  
Mrs Caroline Howarth - HLTA Rep  
Mrs Katharine Jordan - Assistant Headteacher  
Mrs Gail Matter - Deputy Headteacher  
Mrs Linda O'Coy - School Business Manager  
Mrs Rebecca Perry - Assistant Headteacher

## Teaching Staff

### Foundation Stage:

Mrs Julie Backler - Kingsley  
Miss Lindsay Bamford - Keller  
HLTA - Mrs Nicky Main

### Year 1

Miss Katie Miles - Cabot  
Mr Chris Jones - Columbus  
HLTA - Mrs Della Moore

### Year 2:

Mr Richard Nicholas - Pepys  
Mrs Katharine Jordan - Edison  
HLTA - Mrs Lucy Toolan

### Year 3:

Mr Redvers Turner - Brunel  
Mrs Julia Flynn - Stephenson  
HLTA - Mrs Sarah Stamp

### Year 4:

Mrs Ann Cardwell-Rawlinson - Nightingale  
Miss Sian Hopkins - Seacole  
HLTA - Miss Chris Wheal

### Year 5:

Mrs Catherine Cowlin - Valentina  
Mr Billy Brogan - Armstrong  
HLTA - Miss Kate Williams

## Year 6:

Mr Robert Dempsey - Fry  
Mr Paul Gibbs - Wilberforce  
HLTA - Mrs Caroline Howarth

## Support Teacher (Part-Time):

Mrs Polly Lewis

## Support Staff

### School Business Manager:

Mrs Linda O'Coy

## Pastoral Support Team

### Pastoral Support Manager:

Mr Paul Cox

### Learning Mentor:

Mrs Andrea Flourentzou-Bell

## Administration Staff

### Finance Officer

Mrs Carol Blizzard

### School Administrator

Mrs Zanya Blinston

### School Administrator

Mrs Alison Watkins

### Caretaker:

Mr Sam Jones

## Breakfast Club

Miss Kate Williams (Leader)  
Miss Paulina Jaffke  
Mrs Tracy Lee  
Mrs Debra McTaggart

## After School Club

Mrs Andrea Flourentzou-Bell (Leader)  
Mrs Debra McTaggart  
Mr Jonathan Parker  
Mr Karl Teifel  
Mrs Rachel Wiseman

## Higher Level Teaching Assistants

Mrs Caroline Howarth  
Miss Paulina Jaffke (EAL)  
Mrs Tracy Lee (PE)  
Mrs Polly Lewis (part-time)  
Mrs Nicky Main  
Mrs Della Moore  
Mr Jonathan Parker  
Mrs Vicky Pedler (SEN)  
Mrs Sarah Stamp

Mrs Lucy Toolan  
Miss Chris Wheal  
Miss Kate Williams

## Teaching Assistants

Mrs Lin Chivers  
Miss Rebecca Dunmore (Apprentice)  
Mrs Debra McTaggart

### Sports Coach

Mr Dan Hartley

## Learning Support Assistants

Miss Sharon Beard  
Miss Amy Clist  
Miss Claire Davies  
Mrs Jayne Demir  
Mrs Colette Holden  
Mrs Kerry-Anne Mogg  
Miss Jasmin Rowland  
Mr Karl Teifel  
Mrs Carole Weston

## Better Reading Partners

Mrs Ruth Francis-Carter  
Mrs Stephanie Goodsall  
Mrs Helen Holbrow  
Mrs Jo Jones  
Miss Laura Vennall  
Mrs Caroline Whittle  
Miss Fallon Widdowson  
Mrs Rachel Wiseman

## Lunchtime Supervisors

Mrs Jean Ballinger  
Mrs Mel Chamberlain  
Mrs Jayne Cox  
Miss Claire Davies  
Mrs Tracey Fairhurst  
Mrs Jackie Gregory  
Mrs Helen Holbrow  
Mrs Joanne Jones  
Mr Sam Jones  
Miss Pamela Owens  
Miss Louise Miller  
Mrs Kerry-Anne Mogg  
Mrs Linda Porter  
Mrs Kay Prideaux  
Mrs Isabell Richards  
Miss Laura Vennall  
Mrs Lorraine Wheadon  
Miss Fallon Widdowson  
Mrs Rachel Wiseman

# Topics

## Topics that are being taught in each year group in school this year

The topics within the curriculum at Milton Park Primary School are designed to reflect the needs and interests of our children and the content is organised into project themes with meaningful context. We believe that the individual needs of our children are best served through an enriched curriculum that enables children to meet age related expectations and embed and master that learning. Through the delivery of our curriculum we will:

- Encourage all children to develop lifelong learning skills.
- Allow children to gain essential knowledge, skills and understanding for future life.
- Provide all pupils with access to broad and balanced learning which is inspiring and engaging.

### The Foundation Stage Curriculum

The Foundation Stage Curriculum consists of three prime areas of learning:

1. Communication and language.
2. Physical development.
3. Personal, social and emotional development.

And the four specific areas of learning:

1. Literacy.
2. Mathematics.
3. Understanding the world.
4. Expressive arts and design.

At Key Stage 1 and 2 the curriculum consists of the following topics:

### Five core subjects:

1. Mathematics.
2. English.
3. Science.
4. Computing.
5. Religious Ed.

### Additional subjects taught:

- Physical Education.
- Geography.
- History.
- Art.
- Design and Technology.
- Music.
- Personal, Health and Social Education.
- Modern Foreign Languages.

We plan termly curriculum maps that show the themes and content for each year group.

### Critical skills and the curriculum

These are skills which have been identified as those most needed to be learnt in school, and those that tend to be most absent in individuals entering their professional lives. They are:

- Problem solving.
- Decision making.
- Critical thinking.
- Creative thinking.
- Communication.
- Organisation.
- Management.
- Leadership.

The Critical Skills Programme also teaches **Fundamental Dispositions**, which bring enhanced value to the child's own life and to the lives of others with whom they share in the community. This helps to develop children who...

- Have a commitment to lifelong learning.
- Are self-directed.
- Produce quality work.
- Are of ethical character.
- Work through collaboration.
- Demonstrate a sense of curiosity and wonder.
- Are responsible and active members of the community.

### British Values

The Department for Education (DFE) requires all schools to promote the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Although British values are reinforced through everyday school life, our curriculum is also tailored to ensure children understand what it means to be British. As we are part of the WSM (Weston-super-Mare) Education Co-operative Trust we are committed to teach our students about co-operative values of self-help, self-responsibility, equality, democracy, equity, solidarity, honesty, openness, social responsibility and caring for others. Our co-operative values are entrenched in British Values.

### Celebrating achievements and experiences

Children who have specific abilities and talents are recognised within the school and all children's achievements are celebrated. Children with English as an additional language are given support both within and outside the classroom, to develop their language and communication skills. We also value their home language and culture and optimise opportunities for sharing these experiences. Pupils are rewarded with certificates and house points for excellent work, behaviour and attitude. Year 6 pupils can apply for the role of School Ambassador, representing the school at county events as well as taking a leading role and responsibility in school activities. Every week children take part in a celebration assembly where certificates and awards are presented. Throughout the year children have the opportunity to share their talent through competitions. These include our popular Young Writers award, Milton's Got Talent and Strictly Come Milton.



# Understanding how our school works

## Our facilities

Our facilities include:

- A welcoming reception and school office.
- 14 classrooms, all equipped with interactive white boards.
- 2 computer suites.
- Library.
- Food Technology room.
- STEM (Science, Technology, Engineering and Maths) Laboratory.
- 2 halls.
- 3 playgrounds encompassing seating, shelter and play equipment.
- A large playing field (a short walk from the school).
- On-site catering facilities.

## Assessment: what processes are used to track progress and how this feeds into the classroom?

At Milton Park Primary School, we believe that assessment forms an integral part of effective teaching and learning, allowing children to achieve their full potential. Ongoing assessment is carried out as part of daily teaching practice. This is in addition to more formal methods of assessment, which include English and maths written tests, which are performed regularly throughout the year. At the end of years 2 and 6, children sit the National tests known as 'Key Stage 1 and 2 SATs'. Please see our website for the latest school and comparative national figures. Every child's progress is reviewed through our Monitoring and Assessment framework and interventions are put into place if required.

## Support for SEN children

At Milton Park Primary School we believe that each child has individual and unique needs. However, some children require more support than others. If these children are to achieve their full potential, we must recognise this and plan accordingly. We acknowledge that many children will have special educational needs at some time in their school career. Some of these may require help throughout their time in school, whilst others may need a little extra support for a short period to help overcome their needs. Milton Park Primary School provides all pupils with a broad and balanced curriculum, differentiated and adjusted to meet the needs of individual pupils and their preferred learning styles, which endorses the following key principles of inclusivity:

- Setting suitable learning challenges.
- Responding to pupils' diverse learning needs.
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

- As children's special needs are identified, appropriate measures are put in place, using expert advice where necessary, to develop the children as independent learners within the bounds of their SEN/Disability.

### Graduated approach for pupils requiring SEN Support

At our school, SEN Support occurs within a fourpart cycle of Assess, Plan, Do and Review (APDR). Use of these four stages to deliver a graduated approach enables development of a good understanding of the needs of each child and allows us to identify the provision that is required to ensure good progress and outcomes. Within this graduated approach, successive APDR cycles will become increasingly personalised and reflect the need for specialist expertise. Our provision, and the expected outcomes which we plan for, develop as we move through each cycle. This allows us to ensure that our SEN provision has the necessary impact upon progress and improved outcomes for these children.

Our graduated approach reflects a model of shared responsibility and accountability at all levels across the school:

- Our class teachers retain the responsibility and accountability for the progress, development and outcomes for children with SEN.
- Our middle leaders support class teachers in this process by modelling best practice and ensuring consistency of good practice for each part of the APDR cycle within each phase.
- The inclusion manager provides professional expertise to colleagues, both in terms of specialist knowledge relating to high incidence special educational needs and also by systematic monitoring of the quality of SEN provision and outcomes across the school (e.g. through planning and work scrutiny). Recommendations made by the inclusion manager are actioned and reviewed in terms of whether there have been improvements in progress and outcomes for these pupils. This becomes embedded within the successive APDR cycles
- All staff who teach and support children with SEN at our school have the highest aspirations for them. Those who lead and manage provision demonstrate this vision by ensuring these children have access to expert teaching, tailored to meet the specific needs of the child, as well as access to targeted provision where necessary.

### Targeted provision:

At Milton Park the delivery of any targeted provision will always be linked to clear expected outcomes. If targeted provision takes place outside of the classroom, the child's individual progress plan will specify:

- (i) The reason for the targeted provision having to take place away from the classroom.
- (ii) The purpose of the targeted provision.
- (iii) Planned and agreed expected outcomes for the child by the end of the intervention.

The class teacher remains responsible and accountable for the pupil in receipt of targeted provision.

## Attendance and the impact of taking term time holidays

Milton Park Primary School is committed to providing high quality inclusive learning opportunities for all pupils. Full attendance is a critical factor in ensuring positive educational outcomes for our pupils. We will give a high priority to emphasising to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents, pupils and the Education Welfare Service to resolve those problems as quickly and efficiently as possible. Parents whose children are registered at school are responsible for ensuring that they attend punctually, regularly and stay at school. Persistent lateness and/or poor attendance will be discussed with parents/carers at our regular Lateness/Attendance Clinics where school staff will discuss ways we might be able to help parents address any issues.

### Contact the office

The Headteacher and governors recognise that occasionally a day out of school may be unavoidable, i.e. due to sickness, medical or dental appointments. Parents/carers must telephone the school by 9.30 am on the first day of the child's absence, stating the reason.

The school has provided a dedicated, automated answer service for collecting messages concerning absences (01934 624868). Messages left should include the child's name and class, the name of the person leaving the message and telephone number as well as the reason for absence and the anticipated date of return.

If the parent/carers has not contacted the school by 9.30am, then the parents/carers of identified pupils should expect to be contacted by the Attendance Officer. Parents/carers will be challenged if they fail to inform the school of the reasons for absence, or if the reasons given for absence are unacceptable.

### Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

### Holidays and request for absence

Milton Park Primary School will consider each request on a case by case basis. Some of the reasons we may consider as supporting an application for holiday in term time are:

- Forces' Personnel on leave from a foreign posting.
- Significant family events or circumstances – these will need to be considered individually.

All other requests for holiday in term time will be unauthorised.

### Parent contracts

If a child's attendance falls below 90% in any one term the school may seek to raise attendance by drawing up a parenting contract with parents/carers. This will enable the school to support the family in improving the child's punctuality and/or attendance. Accumulated unauthorised absences may result in a Penalty Notice being issued by North Somerset Council.

# Understanding how our school works

## Support for parents

At Milton Park Primary School pastoral support is a high priority and we aim to promote the wellbeing and self-esteem of each child. We want to ensure that each child is happy, secure and encouraged to develop their talents to their full potential. The Pastoral Support Team works together to support children and families, in order to ensure that they achieve the best possible experience during their time at Milton Park.

### What sort of help can I get from Pastoral Support?

Often it may be that parents want to talk about concerns they have about their child, but support can be offered in many different ways to help you in your role as parents. Here are just some of the ways we have been able to help families:

- One to one support.
- Making phone calls on your behalf.
- Writing letters of support to other agencies.
- Help with filling in forms for housing/benefit applications.
- Help with applying for secondary school places.
- Giving a listening ear when parents just need to talk.
- Attending meetings with parents.
- Pointing you in the right direction for specialist help and support.
- Helping to find furniture for families in an emergency.
- Getting children to and from school in an emergency.
- Parent Groups – offering training and support.
- Parent Drop-In Sessions.
- Advice sessions for school transition.
- Settling in sessions for children starting school.

### What can the Learning Mentor help with?

Our Learning Mentor helps pupils make the most of school life by breaking down barriers to learning. For the child, our Learning Mentor is someone supportive to talk to, share successes or disappointments with, or to provide help with practical difficulties or worries. They can also be the link between school and home, or with outside agencies, can act as an advocate for children and young people, and is non-judgmental. They deliver a tailored and flexible approach to meet the needs of those being mentored. Our Learning Mentor meets with children and young people, usually outside of the classroom, either individually or in small groups in a planned and structured way. We can help with:

- Settling into a new school.
- Friendship issues.
- Problems on the playground.
- Family breakdown.
- Unstable or difficult family circumstances.

- Changes in home life.
- The loss of a loved one.
- Coping with illness.
- Any form of bullying (including cyber bullying).
- Controlling emotions.
- Social skills.
- Self-esteem or confidence issues.
- Worries or concerns about transferring from primary to secondary school.
- Anything else causing a child to worry.

The Pastoral Support Team are also members of Milton Park Primary School's Safeguarding Team, supporting the Headteacher in matters relating to children's welfare and child protection concerns. You can contact any member of the Pastoral Support Team by calling into the school office or telephoning the school on 01934 624868.

## How to become a volunteer or Governor

### Do you want to be a Governor?

The Governors are a team of dedicated volunteers who work with the Headteacher and staff to ensure high standards of education and care. They also oversee important decisions such as staffing and school finances. The Governing Body is made up of parents, staff, past and present members of the Local Authority and people from the local community.

Vacancies for Parent Governors are advertised as they arise. Our Parent Governors give parents a voice in decision making. They are elected by parents through a ballot. If you are interested in becoming a Governor, please contact the school office.

### School Council

Our School Council is an important aspect of school life. It consists of an elected group of pupils, together with teacher and governor representatives. This group meets about six times a year to discuss issues raised by the children, for example, making suggestions regarding play equipment and redecoration within the school. The School Council encourages children to cooperate with each other and take responsibility for their school.

## Volunteering in our school

Parental help is greatly welcomed in school. Parents can help in a variety of ways, such as listening to children read, cooking, sewing or helping in class or with school visits and activities. We will be delighted to see you at anytime, whether regular or occasional. All adults helping in school are required to undertake a criminal records check, which can be arranged through the school office.

## Pupil Premium: why it's important

### Pupil Premium additional funding is given to schools for:

- Pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last 6 years. You must register for Free School Meals, so we receive this funding.
- Children whose parents are currently serving in the Armed Forces.

### Extra money for extra support

Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. We can use this funding to support children in a wide variety of ways which are tailored to the individual child's needs. Typical examples include assistance with:

- The purchase of school uniform/PE kit or other equipment.
- The cost of school visits and extracurricular activities.
- A subsidised place on the Year 6 Kilve residential trip.
- Fees for Breakfast and After School Clubs.
- Confidence and skills building experiences.
- Specialist/extra tuition.

Free School Meals can be provided if parents/guardians are in receipt of certain Income support benefits. We encourage parents to apply for FSM even if their children do not take up Free School Meals because we can then access this additional funding to benefit your child. Further information about how the school spends these monies can be found on the school website. Please contact our school office who will assist you with the application process.

### Pupil Premium for adopted children

The government have recently announced that they are extending this to provide additional funds for children who have been adopted from care. However, funding will only be received should parents elect to inform their child's school that their child has been adopted and they would like the school to receive additional Pupil Premium Funding. From April 2014, schools in England can receive the Pupil Premium for children adopted from care or who left care under a Special Guardianship Order (SGO) on or after 30 December 2005. Schools can also claim the Pupil Premium for children who left care under a Residence Order (RO) on or after 14 October 1991. To claim the Pupil Premium for adopted children, and those who are the subject of a SGO and RO, parents will need to inform the school and provide supporting evidence, for example, the Adoption (Court) Order.

# Understanding how our school works

## Parent Teacher Association

Milton Park Primary Parent Teacher Association (PTA) is a voluntary organisation made up of people with a relationship to the school who seek to enhance each pupil's experience of the school through organising and supporting events and fundraising. Every parent/carer or other family member of a child at Milton Park Primary School is welcomed as a member of the PTA. Fund-raising by the PTA has been responsible for the purchase of most of the playground equipment and regularly contributes to the cost of school activities.

## What to do if you have a concern/complaint

### General principles and a summary of our Complaints Procedure

Parents and pupils are encouraged to express their views on what goes on in schools, so that staff receive an early warning of potential difficulties, and many problems can be prevented from arising. Parents and others can raise concerns or lodge a formal complaint by contacting the school. The majority of complaints can be resolved informally. It is important for staff to record details of any complaint, but complainants must feel able to raise concerns without any formality, either in person, in writing or by telephone.

#### Stage 1 First Contact

Complainants are given the opportunity to discuss their concern with the appropriate member of staff. The nature of the concern is clarified, together with the outcome the complainant is looking for.

Where no satisfactory solution has been found within 10 days, complainants are asked if they wish their concern to be considered further. If so, they are given clear information, both verbally and in writing, about how to proceed towards Stage 2.

#### Stage 2 Referral to the Complaints Officer for Investigation

If the issue cannot be resolved informally at Stage 1, the complainant must put the complaint in writing to the nominated Complaints Officer. The Complaints Officer will consider the detail of the complaint and will advise how the matter is to be dealt with. A decision letter will normally be sent within 10 school days of the receipt of the complaint. The decision letter will state the right of the Complainant to progress the complaint to Stage 3. If the Complaints Officer is somebody other than the Headteacher, and the nature of the complaint is serious or urgent, s/he may immediately refer the matter to the Headteacher (Stage 3) without first investigating the complaint.

#### Stage 3 Reconciliation Stage

If the Complainant is not content with the decision reached under Stage 2, the matter may be referred under Stage 3 by written notice to the Headteacher within 10 school days of receipt of the decision letter. The Headteacher (or designate) provides an opportunity for the complainant to meet him/her to supplement any information previously provided. A decision letter will normally be sent within 10 school days of the receipt of the complaint under Stage 3. The decision letter will state the right of the Complainant to progress the complaint to Stage 4.

#### Stage 4 Review by the Governing Body

This is an independent and impartial review. Within 5 school days of receipt of a complaint under Stage 4, the Headteacher will refer the complaint to the Chairman of the Governing Body, who will write to the complainant acknowledging receipt of the complaint. The complaint will be considered by a committee of 3 members within 10 school days. The Chair of the Committee will inform the complainant of the action to be taken within 5 school days following the date of the committee meeting.

The full Complaints policy is published on the school website: click on 'Information' then 'Policies'.



# What to do if...

## My child is having difficulty making friends

For many children, difficulty making friends can have a detrimental effect on their self-esteem and confidence, and also keep them from trying new activities. It can also be difficult for them to manage intense feelings.

### Talking

Encourage your child to talk about their feelings, and what has happened in the school day. Just knowing that these feelings are normal, and that they have someone to talk with, can help a lot!

### Invite friends over

Ask your child who they enjoy spending time with at school. Start by inviting one or two of these friends over to your house, or arrange a get-together at a local park.

### Talk to your child's teacher

Contact the school office and ask to talk with your child's teacher. Have a chat about your concerns. Don't be worried, we deal with friendship worries regularly. It's part of being a teacher!

### Have your own friends over

Since children pay close attention to what grown-ups do, model friendship behaviours for your child by having your friends over, especially in ways that include the younger generation.

### Try not to expect too much

Take it slowly and don't 'force' your child to make friends. Sometimes making friends can take time!

### Get help if you sense a real problem

In the majority of cases, shyness or difficulty making friends in childhood is perfectly normal. If your child rarely holds eye contact, is unusually withdrawn, throws tantrums or cries whenever other children are around, or seems terrified of going to school or the playground, then please talk to us again.

## I'm struggling to help my child with their homework

If you are finding it difficult to help your child with their homework...don't worry! Lots of parents have difficulties with this.

### Talk to us

The way subjects are now taught in school is probably different to when you attended school. The first thing to do is talk to the school office. All conversations are confidential. They will then either book you an appointment to come and chat with your child's teacher, or book a time for your child's teacher to phone you.

### We will help you

It's nothing to worry about. We will help you understand how children learn in a modern school, and you can then enjoy helping your child with their homework.

### If I think my child is struggling with school work... or not being challenged enough?

The first thing to do is contact the school office to talk with your child's teacher.

### Ongoing assessment

Your child is assessed regularly by their teacher, so we will be able to tell you how they are performing and how this relates to what is expected at this stage of your child's education.

### Activities at home

Your child's teacher can provide you with some fun activities to do at home that will complement what is happening in class, and give your child that extra help.

### Ongoing problems

It may be that your child needs glasses in class, or is dyslexic. All of these concerns can be discussed with your child's teacher. We want to help your child, as much as you do!

### Gifted and Talented Register

Some children progress significantly beyond what is expected for their age. The ongoing assessment, and the parent and teacher, would recognise this, and we would provide work that is more challenging. We would also register your child on the Gifted and Talented Register. Gifted children often need more support at school, but not necessarily more structured activities. They may need more freedom to learn at their own pace, and more guidance.

## How to develop a bedtime and morning routine, so children get enough sleep for school

The most important thing is that children get enough sleep for school.

### Getting enough sleep

Children of school age experience enormous growth, are very active and need lots of sleep. A child aged 3-6 years needs to be asleep from 6pm-8pm, and a child aged 7-12 years needs to be asleep by 7.30pm-9pm. Most experts agree that children need between 9 and 10 hours of sleep each night to be at their best, with 8 hours the absolute minimum.

### Routine

By establishing a bedtime routine, you can relax your child. For example, bath-time, reading a book, listening to story tapes or music can all relax a child and be part of such a routine. Children will soon associate a repeated activity with relaxing and going to sleep.

### In bed

Once your child is in bed, dim the lights or put on a lamp. Perhaps read a story or talk to them about school that day.

### Getting up

Breakfast is very important. If you have a routine for morning, it helps the child to get up and dressed and downstairs for breakfast. If you don't have much time in the morning, it may be an idea to prepare as much as you can the night before. You can make packed lunches, sort breakfast food, lay out school clothes and even assign a shelf or hook for school essentials (so you don't have to go searching for things as you're due to go out the door!).

### List chart

It may seem like overkill, but a morning routine chart is great for children to follow. They enjoy following lists and ticking off what they have done. You could always give them a reward on Friday for following the list. Your list could feature some of the following:

- Getting dressed.
- Combing hair.
- Eating breakfast.
- Brushing teeth.
- Washing face.
- Putting shoes on.
- Grab backpack/lunchbox... then off to school!

### When a child doesn't want to eat breakfast

If your child doesn't want to eat a full breakfast, find foods that they can eat quickly but that will still provide the nutrients that their body needs. Most experts recommend eating a serving of protein first thing in the morning. Scrambled eggs on toast, yogurt and fruit, or a peanut butter and jam sandwich on whole wheat bread are good options for breakfast. Be creative with breakfast!

## What happens when my child transfers to secondary school?

Applications for Secondary school places are made to North Somerset Council (NSC). For North Somerset children the Common Application Form is available for submission using the online system on the NSC website or in paper form. The Milton Park School website has a direct link to the North Somerset's online service for Secondary school admissions under 'Links' and 'LA Admissions'. In addition, NSC direct contact details are:

North Somerset Council, People and Communities, School Admissions and Transport Team, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

Tel No: 01275 884 078

Fax No: 01275 884 753

Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)

Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)



# 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!

## Jewellery, watches and personal possessions

### Jewellery

On health and safety grounds, we do not allow children to wear jewellery in our school, with the exceptions of ear studs in pierced ears, and a watch. Children will be asked to remove watches during PE or games.

### Personal possessions

Mobile phones, toys and personal possessions in school are discouraged unless these are for show and tell purposes. The school cannot accept any responsibility for items brought in that become mislaid or damaged. Smartphones with camera function must be locked away whilst pupils are on site. Secure lockers are provided for this purpose.

## Emergency arrangements

The school will only be closed when exceptional circumstances make it absolutely necessary and when it is in the best interest of the pupils, i.e. snow, floods, power failure, widespread illness, or pandemic, etc. In the event of an emergency school closure, we will seek to advise you promptly. Please keep an eye on the school website, which is a good source of information as it will be regularly updated. We will make every effort to update the message on the school telephone, but very bad weather conditions may mean that we are unable to get into school. The texting system will also be used to keep you up to date. Please make sure that the school office has up-to-date telephone numbers.

### Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible (within an hour). Please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. It is important that we have current contact details for all parents/guardians, so that we can contact you via text and/or email, if necessary. Please notify any changes to the School Office on tel no : 01934 624868 or via email to: [miltonpark.pri@n-somerset.gov.uk](mailto:miltonpark.pri@n-somerset.gov.uk).

## Medicine in school

We ask you to give us details of any medical condition which your child may have, including allergic reactions. If your child requires an inhaler, it must be named and replaced when we advise you it is running low.

### Medicines in school

Medicines are kept in a secure and dedicated refrigerator in the main school office. Medicines will only be dispensed if there is a Request for School to Administer Medication form signed by the parent/carer in place. The medicine package must contain the name of the medicine, dosage and frequency, and the child's name.

### Health Care Plans

Pupils with severe medical problems, for instance allergies, diabetes or epilepsy, have individual protocols which are drawn up in consultation with parents and appropriate medical practitioners. These protocols explain the action which should be taken in an emergency, and appropriate staff are made aware of this. They are located in the Deputy Head's office.

### Accidents and illness

If your child is unwell or has been involved in an accident at school they will be tended to by a first aider who will decide on further treatment. If it is felt necessary you will be phoned and asked to take your child home. For this reason, it is essential that we have your up-to-date contact information.

In the event of your child suffering from sickness or diarrhoea, please do not send them to school for 48 hours following the last episode.

### Head lice

To prevent the spread of head lice please check your child's hair on a regular basis. If there is evidence of infestation, combing the hair with a nit comb and lots of conditioner every three days for 2 weeks is a cheap and effective way to eradicate them.

### Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

## Charging policy

The Governors fully support the principle of free education for all children and all activities taking place during school hours will be freely available to every child. However, it is our policy that events and activities which require payment should be funded by inviting voluntary contributions from parents to meet the full cost where possible. In order to maintain a rich variety of art, craft and technology activities in school, we will invite parental contributions to cover some of the cost of the materials used and taken home. We will also request parental contributions to ensure that school property is repaired or replaced in the event of wilful damage.

If insufficient voluntary contributions are raised to fund an activity/visit it will be cancelled. No child will be excluded from taking part in activities/visits because parents/carers are

unwilling or unable to pay. Additional support may be available for families experiencing financial hardship or who are in receipt of certain benefits, and should be requested via discussions with the Headteacher. Families will be given as much notice as possible of forthcoming activities/visits and will have the opportunity to pay by instalments on request.

## Clubs and activities

The school offers a range of extracurricular activities to extend learning. Examples include:

- Rugby.
- Cricket.
- Choir.
- Hockey.
- Football.
- Hockey.
- Netball.
- IT.
- Drama.
- Music.
- Polish Club for Polish children to explore their heritage.

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.

### Sport and physical fitness

The school has a good reputation for the range of physical activities offered and for its success in local sports. The children are taught dance, games, gymnastics and swimming and develop sports skills including flexibility, strength, technique, control and balance. We encourage a positive approach towards dance, fitness and movement.



# Term dates 2016-2017

## Term 1

**Inset Days:** 1st and 2nd September 2016

**Children return:** Monday 5th September 2016

**Last day for children:** Friday 21st October 2016

## Term 2

**Children return:** Monday 31st October 2016

**Last day for children:** Friday 16th December 2016

## Term 3

**Bank Holiday Monday:** 2nd January 2017

**Inset Day:** Tuesday 3rd January 2017

**Children return:** Wednesday 4th January 2017

**Last day for children:** Friday 10th February 2017

## Term 4

**Children return:** Monday 20th February 2017

**Last day for children:** Friday 7th April 2017

## Term 5

**Children return:** Monday 24th April 2017

**Last day for children:** Friday 26th May 2017

## Term 6

**Children return:** Monday 5th June 2017

**Last day for children:** Wednesday 19th July 2017

**Inset Days:** Thursday 20th and Friday 21st July 2017



Every Day a Learning Adventure

# What we stand for

## Mission Statement

Milton Park Primary School is a warm, caring and nurturing school. Our dedicated staff provide excellent teaching and support to all our pupils. We also enjoy lots of support from our community, parents and Governors. We believe that happy learners are successful learners, and through building positive, supportive relationships we can promote a lifelong love of learning. I am very proud of all of our children.

## Vision and ethos

The guiding principles of the WSM (Weston-super-Mare) Education Co-operative Trust are that the curriculum and ethos of the school will place an emphasis on, and include a commitment to, students learning about co-operative values of self-help, self-responsibility, equality, democracy, equity, solidarity, honesty, openness, social responsibility and caring for others with the aim of encouraging all students to become better citizens, not only while they are students but during the rest of their lives.

## Aims

At Milton Park Primary School we aim to make every day a learning adventure through:

- Promoting a caring, safe and stimulating environment.
- Expecting the highest standard of teaching and behaviour.
- Providing a challenging, balanced and creative curriculum.
- Embracing opportunities, responsibilities and experiences of life.
- Encouraging partnership between children, staff, parents and members of the wider community.

## Our Trust status will help our schools to:

- Raise standards through strengthening new and existing long-term partnerships between schools and external partners.
- Broaden opportunities and increase aspirations for pupils, support children's all-round development, and tackle issues of deprivation and social exclusion.
- Strengthen overall leadership and governance.
- Give business foundations and other organisations the opportunity to be more involved in their local community.
- Engage with parents – schools will need to consult parents before entering a trust.
- Bring a renewed energy and enthusiasm to the way they work by learning from other schools and external partners.
- Create a distinctive, individual or shared ethos.



## Pupils say...

The last word goes to our children - the school's greatest asset...

"It's really cool at Milton Park."

"I love the teachers, they really help us."

"I feel happy when I come to school."



Milton Park Primary School  
Milton Park Rd  
Weston-super-Mare  
North Somerset  
BS22 8DY

Tel. No. 01934 624868  
Email: [miltonpark.pri@n-somerset.gov.uk](mailto:miltonpark.pri@n-somerset.gov.uk)  
Website: [www.miltonpark.org.uk](http://www.miltonpark.org.uk)



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## Every Day a Learning Adventure