

# Bourn Church of England Primary Academy



## HOME - SCHOOL POLICY

**2019 - 2020**

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# BOURN CHURCH OF ENGLAND PRIMARY ACADEMY

## HOME - SCHOOL POLICY



### 1. School Vision

Bourn is a school filled with hope. We steadfastly believe each individual is capable of great things. We work together in friendship, challenging ourselves and each other to be the best we can be. We aim for 'life in all its fullness', striving to make the world a better place.

Our vision intrinsically links to the Christian values of hope, courage, justice, forgiveness and friendship, which run through everything we do at our school.

### 2. Aims and Principles of Parental Involvement

Genuine partnership between school staff and parents/carers calls for both sides to value one another's different, but equally important roles in ensuring children feel safe and secure in school so that they are able to develop and learn to reach their full potential.

Parents/carers can play many roles within the partnership: as co-educators of their children, as providers of additional support for the school, as decision-makers and as an important part of the school's community.

### 3. Home-School Links

Many links between Bourn Primary and parents/carers exist, and the school is committed to extending and improving them continuously in conjunction with parents/carers.

These links include:

- the school website ([www.bournprimary.co.uk](http://www.bournprimary.co.uk));
- the "Guide to the Year Ahead" Evening: an evening presentation held at the start of each school year to explain what the children are studying through the school's curriculum with the relevant learning objectives. This evening provides an informal opportunity to meet the teaching staff, ask questions and find out about the classroom structure;
- use of parent-teacher consultations to set targets and agree actions on the parts of the teacher, parents/carers and child;
- mid-term and end-of-year reports;
- weekly online reviews for regular communication;

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- curriculum days and evenings, which offer parents/carers explanations and hands-on experience of the curriculum and which provide clear examples of ways in which learning can be extended and reinforced;
- if required, support and advice on parenting skills;
- the Bourn School Association (BSA), which offers parents/carers opportunities to meet and work with other parents/carers in supporting the school through social, fundraising and educational events. The BSA serves complimentary refreshments every Friday following the community assembly, which everyone is welcome to attend;
- events held throughout the year, which parents and members of the community are invited to attend;
- newsletters and other items of information sent home via email (all up-to-date newsletters are also to be found on the school's website).

#### 4. Expectations of Working and Communicating Together

**Children** can expect:

- to be listened to and valued;
- to take responsibility for their actions;
- to be consulted on their education and involved in decisions;
- to be responsible for making sure they understand their home learning task, taking it home and giving it in on time.

**Parents/carers** expect:

- to feel listened to, valued and welcomed by the school;
- information and guidance on supporting their children's learning;
- clear feedback on their children's progress;
- specific opportunities for familiarisation with the classroom routine;
- to be informed of any recurring issues that arise during the school day which concern their child;
- to be treated with respect by the school as the primary educators of their children.

The **School** expects:

- parents/carers to support children in taking responsibility for their actions;
- that children are supported at home in their home learning by parents/carers who:
  - provide a suitable, reasonably peaceful place where children can do their home learning (whether independently or sharing with an adult);
  - make it clear to children that parents/carers value home learning and support the school in explaining how it can help children's progress and development;
  - help their children to organise themselves to work at home;

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- encourage their children to complete their home learning tasks and praise them when they do;
- that parents/carers will ensure that their children are appropriately dressed in school clothing and equipped for their various lessons including Physical Education (P.E.);
- that parents/carers will be responsible for the prompt collection of their children at the end of the school day and after extra-curricular activities, as well as for the supervision of their children on the school site outside school hours;
- that children are always healthy and alert when they come to the school in order that they can cope with the physical and mental demands of the school day;
- parents/carers to treat all members of staff with respect;
- parents/carers to work with the school to establish joint aims and jointly set the agenda;
- parents/carers to put time into developing the relationship with the school.

## 5. Home Learning

### The Purpose of Home Learning

Home learning has several purposes:

- to consolidate skills and understanding;
- to extend school learning (for example by additional reading, use of parents'/carers' skills and knowledge, reference books etc.);
- to develop the confidence and self-discipline that pupils need as they progress through the school to study on their own;
- to prepare them for the requirements of secondary education.

### Home Learning appropriate for pupils of different ages

At the start of the children's schooling and throughout Foundation Stage/Key Stage 1 (Reception and Years 1 and 2), all home learning will require the active involvement of a parent/carer. The main focus will be on English and Maths, including reading to, and with, parents/carers every day. Home learning will also include activities of different kinds such as simple games, learning spellings and number facts.

In Key Stage 2 (Years 3, 4, 5 & 6), these regular activities, including daily reading, daily spelling practice and daily tables practice, will continue. They will be supplemented by home learning of other kinds, gradually increasing in difficulty, including such tasks as finding out information, reading in preparation for lessons, preparing oral presentations, completing written assignments, and maths tasks which develop procedural and conceptual understanding.

### Home Learning planning and co-ordination

Each class teacher will be responsible for organising the home learning and will provide guidance on parents'/carers' involvement. There will be a regular weekly pattern to the home learning. More

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than one evening will be allowed for home learning to be completed to provide time for information to be collected or for any after-school activities, but the aim will be to keep the demands on pupils as even as possible.

### **Feedback on Home Learning**

- Teachers will ensure that feedback is given for home learning and that appropriate comments are made or that they hold a consultation with the child where they will identify priorities for development.
- Where home learning tasks are unsatisfactory or unfinished, the details will appear on the appropriate original work and may be returned for completion or correction or the child may be required to complete it during their break time.

## **6. Collective Worship**

The school expects all children to attend daily assembly. Any parent/carer can request permission for their child to be excused from attending religious worship and the school will make alternative arrangements for the supervision of the child during the period concerned. Parents/carers do not have to explain or give reasons for this. Parents/carers may also withdraw their child from Religious Education (R.E.) lessons. This complies with the 1988 Education Reform Act.

## **7. Behaviour**

The children are expected to behave with consideration for others at all times. Good behaviour is acknowledged and praised. If children misbehave or infringe upon the rights of others, they are reminded of the importance of everybody's safety and happiness. If this reminder proves ineffective, then privileges are withdrawn. On the rare occasions when this fails to have any effect on the child's behaviour, the school will consult with the parents/carers as to the best possible means of overcoming the particular problems.

The school operates a House System where each child can earn merits for their House through good behaviour or good work. More information about this is on the school's website.

### **Positive Behaviour Policy**

- All children, visiting adults and staff (whether permanent or visiting) are regarded as members of the school and are therefore treated by each other with courtesy and respect.
- When a child's behaviour is below what is expected it is explained to him/her why the particular course of action he/she has chosen is unacceptable. Where appropriate, consequences might be imposed.
- Consequences used in the school take the form of the withdrawal of individual privileges, e.g., the missing of playtimes or free-choice activity time in class. Children are not kept behind after school.
- Most minor incidents are dealt with directly by the Class Teacher or Teaching Assistant.

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- Any persistent or serious problem, including the use of unacceptable language, is referred immediately to the Head or Assistant Head Teachers. The Head/Assistant Head will, where it is deemed necessary and following consultation, contact the parents/carers of the children concerned. A record will be kept of the referrals to the Head and Assistant Head Teachers. The school will not automatically notify parents/carers of every occasion that a record is made. Any second referrals in a given school week will result in the school automatically contacting parents/carers.
- Parents/carers of any child engaged in persistent or seriously disruptive behaviour are encouraged to work with the school, and possibly other agencies, in developing a consistent approach to help the child to improve their behaviour.
- Where the Head Teacher judges that the disruptive behaviour of a child is a danger to other pupils and staff or is seriously hampering the education of the other children, that child may be excluded, temporarily, from school.
- In extreme cases, the school has the right to permanently exclude a pupil. We hope never to have to take this action.

## 8. Extra-Curricular Activities

The school recognises the value of extra-curricular activities and offers a variety of free after-school clubs each week. As with other school learning, the school expects commitment, punctuality and responsibility from those children who agree to take part. Speak to the School Administrator for more information.

Children who take instrumental music lessons and attend the orchestra and choir are expected to practise regularly (every day if possible) and to have their music and instrument with them on the appropriate days.

Parents/carers are expected to make the necessary arrangements for transport home at the end of after-school activities and to let the school know if it is not possible for a child to attend on any particular week. Attendance, however, is expected and the school's positive behaviour policy applies.

## 9. Health

Promoting a healthy lifestyle is an integral part of school life. Children are able to bring in a healthy snack and drink for break time from home, or they can buy a healthy snack or piece of fruit from the snack bar. All Key Stage 1 pupils are provided with a piece of free fruit which is funded by the government. Crisps, chocolate and sweets are not permitted during break times. Children are taught the importance of a balanced and varied diet. Furthermore, children are encouraged to bring their own water bottles into school for use in the classroom.

Certain pupils suffer from severe nut allergies, which can be life threatening. These pupils can be affected not only by eating a nut themselves, but by coming into contact with another person who has been touching or eating nuts. It is therefore requested that no pupil brings any type of food that contains nuts into school for morning break or lunch time. This includes cereal bars and peanut butter sandwiches.

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## 10. Child Protection/Prevent

Under the Education Act 2002 (section 175/157), schools must “make arrangements to safeguard and promote the welfare of children”. Bourn Primary will endeavour to provide a safe and welcoming environment where children are respected and valued. The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection. Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child’s welfare, including risk from neglect, physical, emotional or sexual abuse. Records of welfare concerns may be kept about a child and school staff will seek, in general, to discuss any concerns with the parents/carers, including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

In accordance with local Information Sharing protocols, the school will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service. The school will seek advice from Social Care when it has reasonable cause to suspect a child may be suffering, or is likely to suffer, significant harm.

Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Safeguarding Lead) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children. Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child “may...do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare”. This means that on rare occasions the school may need to “hold” a child in school whilst Social Care and the police investigate any concerns further.

Nothing is more important to us than the safety and welfare of our pupils. The school takes rigorous steps to ensure that children stay safe and do not come to any harm. We work closely with parents/carers and a range of professional external agencies in order to secure this. If you have any concerns, no matter how small they may seem, about the safety or welfare of any child, please contact the school's Designated Lead for Child Protection, who is Laura Latham the Head Teacher, or the Deputy Designated Safeguarding Lead, Sarah Wheatman.

The school expects parents/carers to adhere to the school’s e-safety policy (see the “Reports and Policies” page of the website, in the section entitled “About Us”) and to be vigilant in protecting their child from inappropriate films, games and internet activity.

At school, parents are allowed to take photographs and films of their children during Friday assemblies, school plays and other events. However, under no circumstances is it permissible for these to be published anywhere, including being placed on social media sites.

## 11. Special Educational Needs and Disability (SEND)

If you have concerns about your child's Special Education Needs, please let the school know. If we are concerned about a particular child with regard to Special Educational Needs and Disability (SEND), we will make contact with their parents/carers at an early stage. Should it be decided to approach outside agencies for help, such as the Assessment and Learning Support Services, we will always discuss this with parents/carers first.

## 12. Practical Information for Parents/Carers

### School Clothing

The Governors expect that school uniform will be worn by all children. Children should wear the school sweatshirt with a blue (or red for Year 6) school polo shirt and dark coloured trousers (not jeans or leggings), shorts or a skirt, and **black** shoes (not open-toed sandals). In summer, blue (or red for Year 6) checked dresses can be worn. For P.E., all children require blue or black coloured shorts, a navy blue school P.E. shirt and plimsolls in a named bag. For outdoor games, trainers are essential, as well as navy blue or black jogging bottoms and a warm top in the winter months. For younger children spare clothes, including underwear and socks, are necessary. See the website for further information about uniform.

During the summer we make full use of our heated outdoor swimming pool, so your child will need a costume, towel and a suitable bag. It is advised that verrucae should be covered. Long hair (both boys' and girls') must be tied back or plaited.

It is important that every item of your child's property is named.

The wearing of jewellery, nail varnish and transfers is not allowed in school, with the exception of ear studs.

For safety reasons ear studs must be removed before P.E., games and swimming lessons.

### Attendance and Punctuality

The law requires that your child attends school every day. If your child is ill, you must inform the School Office by telephone by 9.15 a.m., leaving a message on the absence line, or by sending an email to the School Administrator ([office@bourn.cambs.sch.uk](mailto:office@bourn.cambs.sch.uk)). We would also like to know in advance if your child is to be withdrawn for a dental or hospital appointment, or music exam. Please sign the register in the foyer if you take a child out of school. See the website for more information.

Parents/carers must not book family holidays during term time, except in the event of exceptional circumstances. **Parents/carers do not have any entitlement to take their child out of school** and must apply to the school for permission in advance of any such absence. The Application for Leave of Absence form can be found on the school website. The Government expects the

attendance for every pupil to be 95% and above. Any pupil whose attendance is recorded as 90% or below will be recorded as a persistent absentee.

## The School Day

Class	Morning Session	Afternoon Session
Acorn (Reception)	8.55 – 12.00	12.50 – 15.05
Willow (Yr 1)	8.55 – 12.00	12.50 – 15.05
Hazel (Yr 2)	8.55 – 12.00	12.50 – 15.05
Cedar (Yr 3)	8.55 – 12.10	13.00 – 15.05
Rosewood (Yr 4)	8.55 – 12.10	13.00 – 15.05
Cherry (Yr 5)	8.55 – 12.10	13.00 – 15.05
Maple (Yr 6)	8.55 – 12.10	13.00 – 15.05

Morning break for all years: 10.30 – 10.45

Your child should **arrive at the school between 8.35 a.m. and 8.50 a.m.** and go straight to their classroom, as the playgrounds are unsupervised at that time. The school gates will open at 8.35 a.m. and no children should arrive before then. The attendance and dinner registers are taken promptly at 8.50 a.m. and any child arriving after this time will be recorded as being late on the official attendance register. Children who arrive late make organisation difficult for the class teacher, the kitchen staff and, not least, for themselves.

Children will be dismissed from classrooms in accordance with End-of-day Handover Forms which parents/carers are required to complete at the beginning of the school year. If there are any changes to these arrangements, the School Office must be notified. Since the school does not have permission to handover a child to a person not specified on the End-of-Day Handover form, if the school is not notified of changes, your child will not be dismissed until we have made contact with you.

Children going home on the school bus are escorted to the bus stop by a member of staff who also ensures they board safely.

The school is concerned about your child's safety. With your co-operation we can avoid accidents. We have a strict 'no vehicle' rule on our school drive at the times when it is in use by the children. This is between 8.35 a.m. and 9.00 a.m. in the morning, and between 2.50 p.m. and 3.15 p.m. in the afternoon.

If you drive your child to school, please drive slowly and avoid parking anywhere in the vicinity of the school gate, in the bus lay-by, opposite the school entrance within the yellow lines or in front of our neighbours' drives, both for dropping off children at the beginning of the day and for picking them up at the end of the day. We encourage children to ride to school by bicycle or scooter, but safety helmets must be worn.

The school operates a voluntary one-way system around Hall Close and down Riddy Lane during the morning and afternoon drop-off and pick up times, in an attempt to alleviate traffic congestion.

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This system has worked very successfully, and the school appreciates parents/carers continuing to follow this (see website for diagram).

### **Health and Welfare**

When your child starts school, you will be asked for telephone numbers and points of contact so that we can get in touch with you in case of an emergency or sudden illness. Parents/carers are asked to make sure that this information is kept up to date throughout their child's time at school. This is especially important, for instance, if parents/carers are at work during the school day. This data will be held according to our GDPR policy (Data Protection & Record Management Policy) which can be found on the school website.

If your child has had vomiting or diarrhoea, your child must not return to school until 48 hours after the last episode. This precaution will help prevent the spreading of infection. Under no circumstances should your child come to the school with a high temperature. It is only in exceptional circumstances that children can be excluded from playing outside.

If your child has a health problem that may affect his/her school life, please let us know. This will help us to respond appropriately if he/she should become ill at school.

### **Infectious Diseases**

The school has a duty to report any “notifiable diseases” to the Public Health department. A current list of these diseases is produced by the Health Protection Agency.

### **Medicines in School**

In general, staff do not administer medicines to children. However, at the school’s discretion and in line with the school’s Supporting Children with Medical Needs policy, exceptions can be made, particularly in the case of a long-term illness such as diabetes, epilepsy or asthma. In this case a doctor's note must be provided giving clear instructions concerning the required dosage and timings. Parents/carers are required to complete the school’s medical consent form in accordance with the above policy.

## **13. Communication**

The school website is updated regularly; this is used as a general means of communication with parents/carers, so please check the website before contacting the school. However, there may be occasions when parents/carers need to contact the school directly.

General enquiries can be directed to the School Office, by email, telephone or in person. The School Office will be able to direct you to the right person if you are unsure whom to contact for any enquiries.

If you wish to discuss something specific about your child or about the curriculum, please arrange to meet their class teacher either by contacting the School Office or by speaking to the teacher to arrange a meeting at the start or end of the school day.

Enquiries for the BSA can be directed to the BSA email address: [bsa@bourn.cambs.sch.uk](mailto:bsa@bourn.cambs.sch.uk) or in person at Community Assemblies and other events. Details of the BSA Committee are available from the notice board and website.

You can also arrange to discuss any matter with the Head Teacher by making an appointment via the School Office.

The Governing Body is available for matters that concern the governance of the school. Details of who is on the Governing Body can be found on the website, in the foyer or from the School Office. You can contact the Governors via the School Office or by writing to the Chair of Governors at the school address.

It is the aim of staff to deal with concerns in a professional and timely manner. If for any reason you feel your concern has not been dealt with in this way, please contact the Head Teacher or Chair of Governors in the first instance.

### **Feedback**

There are other opportunities to give your feedback about the school through:

- emailing the School Office;
- talking to the Head Teacher at the school gate in morning;
- parent surveys;
- Ofsted Parent View on the homepage of the website.

We are very pleased to have your child at Bourn Primary Academy and we look forward to a successful year working together.

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