

# Bengeworth CE Academy Parent and Carer Handbook



**King's Road**

**2021 - 2022**

## **Information for Parents/Carers at King's Road**

**This handbook contains information about Bengeworth CE Academy, part of the Bengeworth Multi Academy Trust, which we hope you find useful. It reflects practice and procedures at our school which is constantly being reviewed and improved in order to provide our children with the best possible start to school life. We recognise, however, that as a result of the COVID-19 pandemic, we may have to make certain adaptations to ensure the safety of our pupils, parents, carers and staff, and will ensure that any changes to these arrangements are communicated separately.**

## Staffing Structure at Bengeworth Multi Academy Trust

Bengeworth CE Academy is part of the Bengeworth Multi Academy Trust. This Trust currently comprises of Bengeworth Academy and Bretforton Village School, although this is likely to expand over the next few years.

The Trust comprises of multiple layers of leadership as detailed below:

### **Executive Headteacher of the Multi Academy Trust**

David Coaché



### **Head of School King's Road**

Hayley Potter



### **Head of School Burford Road**

Kirsty Shaw



### **Head of School Bretforton Village School**

Kevin Riley



### **Associate Headteacher Inclusion Leader**

Rachel Sénèque



### **Business Manager**

Christine Booth



### **Deputy Head of School Bengeworth**

Natalie Snowdon



### **Deputy Head of School Bengeworth**

Sian Harley-Preller



## The School Day at King's Road

### The Turning Circle

The turning circle at King's Road is always open in the morning to allow parents to drive into the school grounds and drop off their children. We aim to keep a flow of traffic so that there is no congestion and therefore parking on the turning circle is not permitted at any point in the morning. We would also ask parents not to use the staff parking spaces to park and drop off their children and to park considerately on King's Road and surrounding roads. It is essential that parents do not block neighbours' drives when parking.

Parents of pupils attending Breakfast Club may use the service drive to the left hand side of the school to take their children to Breakfast Club, but no vehicles should use this road after 8.30 am.

### Mornings

The wooden gates to the playgrounds will be opened at approximately 8.45 am to allow children and parents onto the playground to walk to their classrooms and parents and children should not be on site until this time. Doors to the classrooms will be open to welcome children from 8.45 am for a 'soft start' to the school day when children can come into the classrooms and prepare for the school day, complete a small task or respond to marking feedback. This also allows for parents to pass on any important information to teachers or to have informal discussions before the school day. If a parent wishes to discuss something that may need a longer conversation, an appointment after school should be made.

The bell rings for the start of the school day at 9.00 am and all children should be in the classroom by this point or they will be recorded as late and must enter the school via the front entrance.

While children are walking to their classrooms, they should be considerate of others, ensuring that they demonstrate our school values and are kind and caring towards younger children in the playground. Children are not allowed to play football or to play with any other playground toys at this time. This includes playing on the Adventure Playground, Trim Trail and Climbing Wall.



When walking to school, we ask all parents and children to use the pathways around the building and do not walk through the staff car park or turning circle. If a child comes to school on a bike or scooter, they can be stored in the bike rack to the right hand side of the school or in the designated fenced area, which is clearly signed, until the end of the day.

Bikes and scooters must not be ridden on the school grounds by anyone at any time and must be dismantled at the front gates to avoid accidents to themselves and others. This includes younger or older siblings. If children are riding their bikes and scooters, they will be asked to dismount. All children are also asked not to walk on the walls around the building, or on the grassy banks which surround the playground.

Under no circumstances should parents and children walk through the main vehicle entrance to King's Road to avoid potential accidents. Wherever possible, parents and children should avoid walking across the front of these gates as visibility for drivers is limited.



If necessary, a one-way system will be put in place in response to government guidance with clear signage as needed. If this is required, this will be communicated to parents, carers and pupils.

### **Walking to and from school alone**

The school has an arrivals and departures policy which we ask all parents to read. Children are not allowed to walk to or from school alone until they are in Year 5, and then must have written parental permission. Children may walk to school alone from the school gates if they are dropped off at the turning circle and members of staff are on duty to monitor this. Parents are asked to read the 'Walking to and from home alone' policy for clarification.



### **Dogs**

We ask that no dogs are brought onto our school grounds, either on a lead or being carried. If a parent needs to tie up a dog up in order to enter the school grounds, it should be tied up away from the main entrances. Although the dog may be very friendly, many children are very frightened of dogs, particularly if they jump up to greet people.

Children spend the school day learning in many different ways and in different areas of the school. Often, the children will learn outside the classroom in our outdoor areas, including Forest School sessions. PE takes place outside or in our school hall depending on the focus of the lesson and the weather. Children also use the hall for Collective Worship, drama activities and for lunch.

Children from King's Road also occasionally walk to the Burford Road setting to access the facilities, share their learning or to take part in joint activities with the children in Reception and Year 1. This is a safe walk along a footpath, away from traffic.



## Playtimes



All children at King's Road have a mid-morning break of 15 minutes. Children in Years 3, 4 and 5 will need to bring a healthy snack to eat at this time (fruit is provided for Year 2 pupils). This could be a piece of fruit, a cereal bar or dried fruit, but should not be crisps, chocolate bars or sweets. Milk is also available to order under the 'Cool Milk scheme' and details are available at the school office. Children are encouraged to have a drink at playtimes from water fountains situated around school, as well

as to go to the toilet, so that they take ownership of learning and minimise disruption by going to the toilet in lesson times.

## Lunchtime

Children in Year 2 are entitled to a free hot school meal cooked by our team in the King's Road kitchen. Children in Years 3, 4 and 5 will need to order a cooked meal or bring a healthy packed lunch unless they are entitled to a benefits-related free school meal which applies to a number of children whose parents are entitled to certain benefits. All meals must be booked and paid for through your ParentPay account.



On the ParentPay home screen, select the blue "Make Meal Booking" tab, select the week from the drop-down menu and click "Make or View Bookings". Parents will then be able to tick the days they require, move onto the following week, confirm bookings and make payment. If payment is not made within 2 hours of making bookings the system will automatically cancel them. Bookings close at midnight on a Tuesday for the following week.

Children who have ordered a hot lunch will be given a coloured Bengeworth wrist band just before lunch every day to identify that they have ordered a hot lunch. We encourage children to try new foods at lunchtime and there are plenty of choices, including vegetarian options, jacket potatoes and a salad bar. Children are also expected to use their knives and forks correctly and to display our Christian values, as well as good manners, while eating at the table.

In order to provide the best possible lunchtime experience, children in different year groups have a staggered lunchtime. This means a reduction in the numbers of children on the playground at any one time so that children can fully enjoy the range of activities available. Children are supervised by a team of Lunchtime Supervisors who also provide a range of playground toys for children to enjoy outside in addition to the fixed play equipment around the building. When the grass is dry, the children can also play on the field in addition to the playground.

Football is organised on a rota basis and year groups are given specific days on which they can play. This is also dependent on the weather and suitability of the field. Footballs will be provided for the children, and we ask that children do not bring footballs from home.

## Adventure Playground, Climbing Wall and Trim Trail

The Adventure Playground, climbing wall and trim trail are situated to the left hand side of the field and are used at break times and lunch times. Only half a class are able to use the adventure playground at any one time and are always supervised by an adult. Children may use the trim trail and climbing wall freely during these times. The Adventure Playground is not suitable for Year 2 children, or for younger siblings, and all children (including siblings) must not play on the trim trail, adventure playground or climbing wall either before or after school.



If children are unable to go outside due to wet or unpleasant weather, break times and lunch playtimes take place in classrooms where a range of activities are provided.

### **End of the day**

The main school gates and turning circle are closed at the end of the day and parents are asked not to park in this area when collecting their child to avoid accidents between children and vehicles. This includes on the double yellow lines on the road area immediately outside the main vehicle gates.

At the end of the school day parents are asked not to arrive on site until at least 3.05 pm when the wooden gates to the playgrounds will be unlocked. Parents/carers should wait outside the classroom doors until the bell rings at 3.15pm to mark the end of the day. Teachers or Support Professionals dismiss the children one-by-one and will only let a child leave the classroom when they have made eye-contact with the parent or carer collecting the child. If a child has not been collected on time, he or she will be taken to the foyer area outside the school office to wait to be collected from the front doors. Teachers will also phone parents of a child who has been waiting for any length of time to check that collection arrangements are in place.

Staff will not allow children to be collected by adults other than parents unless they have had notification by the parent themselves or the parent has phoned the school office. Children may not be brought to school or collected by anyone under the age of 16 years. Where there is a question over whether a child should be allowed to leave with an adult other than the parent, the teacher will phone the parent to confirm arrangements.

Children in Year 5 who have a signed permission form from parents may leave the classroom and walk home alone unless the school office or teacher has been informed of any changes. Parents and teachers have the right to remove this privilege if necessary. Children in Year 4 may walk down to the school gates unaccompanied at the end of the school day with written permission.



If parents know that they are going to be late collecting their child for any reason, we ask that they contact the school by telephone so that the teachers can make arrangements for the child to be supervised and can reassure the child.

Children must not ride their bikes or scooters until they have left the school grounds to avoid accidents.

## **Wrap Around Care**

### **Breakfast Club**

The school runs a Breakfast Club for children at Bengeworth at both the King's Road setting and the Burford Road setting. This is run by experienced Classroom Support Professionals and other members of the school staff. Bookings are made on the school website and children can attend from 7.45 am. During a breakfast club session children have the opportunity to have a healthy breakfast and enjoy a range of activities before school starts. Enquires should be made to Mrs Clements at the King's Road setting.

### **After School Care and Clubs - Curriculum + Childcare:**

After school childcare is available at our Burford Road setting until 6pm from Monday to Friday and children can be walked down from King's Road to attend this provision. All children attending after school care may also wish to join an after school 'Curriculum+' club for the first hour when these commence. If children stay after 4.15pm, they will be offered a healthy snack which is prepared by our kitchen staff daily. Booking details are available on the school website and are currently through our 'ParentPay' system and any enquiries should be made to [afterschool@bengeworth.worcs.sch.uk](mailto:afterschool@bengeworth.worcs.sch.uk)

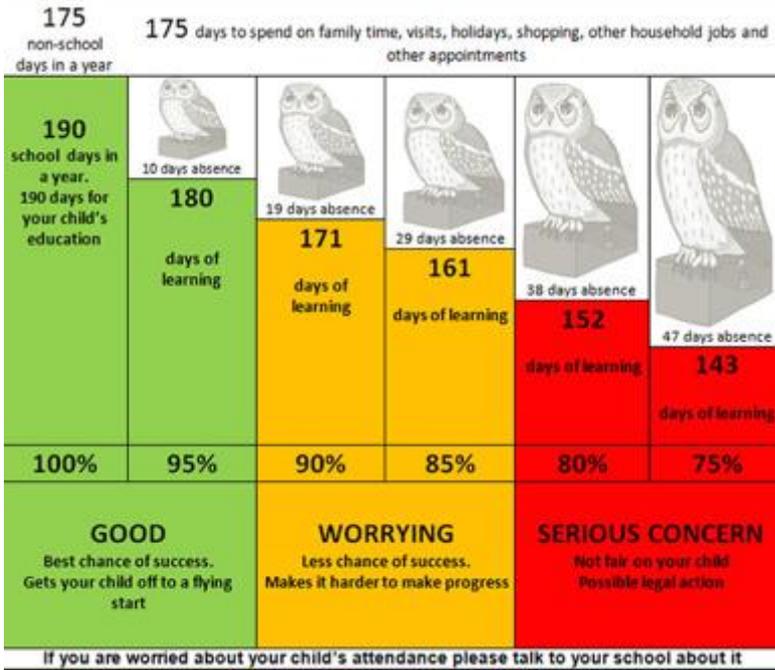


**Extra-Curricular after school clubs – Curriculum+:**

The school offers a wide variety of after school clubs which are run by both school staff and external providers from 3.15pm to 4.00pm. There is a small cost for these extra-curricular opportunities which are booked on a first-come-first-served basis, currently through our 'ParentPay' system. The number and variety of clubs available to children increases as children move into Key Stage 2.

**Holidays, Lateness and Absence**

**Lateness and Absences**



If a child arrives at school after the bell has gone, the wooden gates to the playground will be locked and the classroom doors will be closed. The child must be brought to the school office to be registered where they will be marked as 'late' in the register with the reason for the lateness.

If the child is poorly and is not well enough to attend school, we ask that parents telephone the school first thing in the morning to let the school know. The school will telephone any parents who have not informed the school that their child will be absent that day. An answerphone service is available for parents to leave a message if the office staff are unavailable to answer the phone.

Children's absence is monitored as part of our school procedures by our Education Welfare Officer. If a child's absence falls below 95% it will become a cause for concern and parents may be invited in to school to discuss ways of improving attendance.

If a parent needs to bring anything to school during the day, they should go directly to the school office rather than the classroom doors. This also applies to parents who need to collect children for any reason during the day.

**Holidays**

Holidays or planned absences (other than illness) in school time are not authorised unless they are for exceptional circumstances. In all cases, parents must complete and submit an Application for Planned Absence form on the school's website, which will be sent to the Head of School for consideration.

Application for Planned Absence forms should also be used for any external exams, such as ballet or dance, or for circumstances where an absence is known in advance.



It is the school's policy that teachers will not set work for children during the time that they are absent from school on holiday unless children are self-isolating due to Covid-19 related reasons.

## **Pupil Premium funding and Benefits-Related Free School Meals**

When a child moves into Year 3, they will no longer be entitled to a Universal Infant Free School Meal but may be entitled to a Free School Meal if parents are in receipt of one or more of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If a parent's application is successful, the child will be entitled to free school meals until they leave Bengeworth and will also provide the school with additional funding every year which can be used to support the child's education as they move through the school.

If parents think they may be eligible please visit <https://www.cloudforedu.org.uk/ofsm/link2ict> or alternatively contact the school office for an application form.

## **Opportunities at Bengeworth**

### **Swimming**



Swimming lessons at Bengeworth start in Year 1 and continue throughout the school. These take place at Evesham Leisure Centre and the children are transported by coach to each session. During these sessions, the children work towards achieving 'Water Skills' badges (different to those worked towards in private swimming sessions) and will learn how to be confident and safe in the water. As the children progress through the school, swimming lessons will be aimed at children who are at risk of not achieving the expected standards at the end of Year 6.

Selected children from Bengeworth Academy are also invited to represent their school at the local Evesham Swimming Gala, which usually takes place in the summer. Parents of those chosen to represent the school at this event are informed.

### **Forest School**

All children at King's Road will have sessions of Forest School with our trained Forest School Leader over the course of the year. Parents will be informed of the timings for these, but must ensure that their child has the appropriate clothing for these sessions, which often take place at our Burford Road setting. Although we have waterproof suits available to borrow for younger children, we find that children are more comfortable in their own clothes. If a child does not have their Forest School clothes, they may not be able to take an active part in the session as children tend to get very muddy!



## **Educational Visits**



Children take part in a variety of educational visits linked to the curriculum and have many opportunities to learn outside the classroom throughout the school year. These range from a walk to the local Church for a whole school service, a trip to the Almonry in Evesham, to a visit to the Houses of Parliament and residential visit to France. Many of these trips or opportunities have no cost. However, where a cost is involved, parents are asked to make a voluntary contribution via the school's e-payment system, ParentPay, to enable the trip to take place. Payment on ParentPay also represents parental consent for a child to attend a trip or educational visit. However, if parents need financial support with

this, they should make an appointment with a member of the leadership team to discuss potential arrangements.

There are some trips which involve the whole school. These include Church services and the celebration of special events, such as the Queen's 90<sup>th</sup> birthday. Every Christmas, the whole school looks forward to a visit to the theatre to watch a traditional pantomime. As children move through the school, there are opportunities for them to go on trips further afield, such as an overnight visit to London and the Houses of Parliament in Year 4 or the theatre in Manchester. Children in Year 5 also have a week's PGL residential trip, often to France, during which time they take part in a range of team building activities as well as practising their language skills in various different contexts.

## **Productions and Class Assemblies**

Each class will perform a Class Assembly for parents and other children in the school during the year. This is a celebration of learning and showcases the children's current topic. Class Assemblies are usually performed on a Monday or Thursday morning.

Children in Year 2, 3 and Year 4 also lead services in Church, such as a Christingle Service, Easter Service and Harvest Festival.

## **Charities and Fundraising**

From the very start of school, children are encouraged to recognise that there are others in the world who are not as fortunate as themselves and over the course of the year, all children in the school take part in fundraising and charity events. These include BBC's Children in Need, Comic Relief, Sport Relief, Christmas Jumper Day and The Operation Christmas Child Shoebox Appeal. On many of these occasions, children are invited to wear their home clothes, or a particular theme of clothes, for a donation towards charity (usually £1).



All year groups also work towards planning and hosting an enterprise project to raise money for a charity or specific project. Such projects might include a Farmers' Market, Italian Restaurant or Healthy Snack sale, to name but a few.



### **Sports Days**

The school's sports day takes place in the summer term and is a combination of traditional races and athletic style team activities. Parents are invited to watch their children in both the team activities in the morning and the traditional races in the afternoon and are also invited to join the school for a picnic on the field at lunchtime.



### **Pupil Voice**

Pupil Voice is considered to play a very important part in school life at Bengeworth. As children move through the school, they have opportunities to contribute to the way their school is run and managed through being part of a wide range of pupil voice opportunities such as Pupil Parliament, Worship Team, Digital Leaders, Fundraising and Events committee and Eco Team. Meetings for these will generally take place during school time.

### **Learning Ambassadors**

At Bengeworth, we strongly encourage children to share their learning with others and develop this skill through appointing 'Learning Ambassadors' for each class. These children, appointed half termly, have the responsibility of sharing and explaining their learning to any visitors to the class, including staff, and work hard to develop their skills as role models for learning behaviours in the school.

### **Classes and Houses**

Classes in the school are named after three local rivers, Avon, Severn and Teme. This class name will remain with the child throughout their time at school, with only the year group number changing as the child moves up through the school.

On entry to the school, children are also allocated a house. These are Aldridge, Badham, Capaldi and Fowler. Throughout the year, including Sports' Days, children take part in various inter-house competitions.



The colours associated with these are:

- Capaldi – Red
- Badham – Green
- Fowler – White
- Aldridge – Blue

### **Cluster Events and fixtures**

Bengeworth Academy is part of a local cluster of schools who regularly meet for different events. These include sports fixtures, such as football or netball tournaments, as well as opportunities for children from each school to meet to discuss the experiences in each other's schools. Some of these events happen during the school day, although matches are often scheduled after school.

### **Musical Instrument lessons**

There are many opportunities for children to develop their musical interests and talents at Bengeworth, including the opportunity for children from Year 2 onwards to learn to play a musical instrument. Tuition is through external providers who offer instrumental lessons such as guitar, drums, violin and piano. Children can also choose to take part in the school's own Rock Band, learning to play with others and performing at local events.



### Water Bottles



All children should have a filled, named water bottle in school which should go home every day to be washed. These are kept in a central place in the classroom and are available for children to drink from throughout the day. Water bottles are not kept on the children's tables to avoid spillages on work. Water coolers and taps in the classroom are available for children to top up their water bottles when empty.

### Pencil Cases

As at Burford Road, all stationery is provided for children in Year 2, Year 3 and Year 4 and children should not bring pencil cases in from home to use in school. Only children in Year 5 may bring pencil cases to school, although stationery will also be provided for those children who choose not to do so. All stationery equipment should be clearly named.



### iPad Scheme - For Years 3, 4, 5



ICT is embedded within the curriculum across all subjects and we believe that all families owning their own devices to support the use of ICT in and out of the classroom will further enhance their learning, allowing access to a wealth of creative content, resources and iBooks. We work in partnership with the Birmingham e-Learning Foundation and Albion Technology, to offer parents the opportunity to acquire a portable Apple device for their child(ren) to use in school, as well as for families to support learning at home.

### Wellies

We ask that all children have a named pair of wellies in school which are kept on a rack outside the classrooms and which are sent home at the end of every half term. This enables children to use the field and playground in wetter weather.



## Year 5

As the oldest children in the school, children in Year 5 are expected to make a significant contribution to the leadership and direction of the school. We expect our children to be role models for others in all aspects of school life and actively seek to develop the confidence and independence needed for their onward journeys to middle school. For this reason, there are certain opportunities and arrangements that apply to Year 5 children to reflect their status in the school.

These include:

- Residential trip to France (or similar)
- Bikeability (Cycling Proficiency)
- Parliament Member/Minister
- Educational visits further afield
- Ministerial roles in Pupil Parliament
- Coaching and mentoring younger children in the school
- Permission to bring in pencil cases and stationery items from home
- The opportunity to play football at lunch time every day (weather permitting).
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## Homework/COOL time and Reading

A love of books and fluency in reading is a high priority in our school and we expect all our children, even those in Year 4 and Year 5, to read or share a book, every night. As children get older, books become more challenging and it may not be possible to read a whole book in one night! It is essential that children talk about what they have read, answer questions and find clues to support their answers as well as reading aloud. We ask that parents make a comment in the reading record books and sign to say that they have read with their child on a daily basis.



"The more you read  
the more things you know.  
The more that you learn  
the more places you'll go."  
-Dr. Seuss

Reading books are not always changed every day as re-reading the same book helps children to read aloud more fluently. As children progress through the school, they are expected to be more independent and change their own books when needed.

COOL time (Carrying On Our Learning) is the Bengeworth term used for homework. As well as reading, children will have COOL time activities to complete at home based on their learning at school, many of which will be set on the school's digital learning platform, SeeSaw. These are designed to strengthen children's understanding and for them to share this with parents. The frequency of homework and the types of tasks set depends on the year group, but will be explained clearly by the class teacher and is detailed in the school's homework policy on the school website.



Children are also set weekly spellings to learn. These may be based on the sounds and letter patterns that children are learning in school, combined with the more 'tricky' words or topic-related words that children are required to know how to read and write independently. We ask parents to help support their child by practising these spellings every night in preparation for learning in school. Spellings can also be supported at home by playing games such as 'Scrabble'.

## Remote Learning - SeeSaw

The school has a remote learning platform, SeeSaw, which is used in school and can be used at home for both COOL time (homework) activities. In addition, it will be used during periods of self-isolation or school closure where face-to-face lessons are not possible. All children have their own log ins and can upload work, complete activities, submit photographs or voice recordings which are then responded to by school staff. This platform also allows a dialogue between parent and teacher regarding work set.

## Behaviour and Christian Values



### Behaviour

The school's philosophy is to encourage and praise achievement in work or behaviour rather than to use sanctions or retribution. There are many opportunities for children to be recognised for their achievements and progress, including through house points, 'Little Stars' Assembly (Burford Road), Golden Assembly for children at King's Road and Headteacher's Golden Tea.



During Golden Assembly, children are recognised for their achievements and progress and are awarded a certificate in recognition. Children are also welcome to bring in and share awards achieved at home during this assembly.

Our Behaviour Policy is available for parents to download from our school website.

### **Christian Values**

The school has six Christian values, agreed by all our stakeholders, which underpin everything we do. Children are encouraged to understand these values, to recognise them in others and to support each other to demonstrate them in every aspect of school life. These Christian values form the focus of our collective worship and spiritual reflection sessions each half term.

Our Christian Values are:

- Friendship
- Forgiveness
- Trust
- Respect
- Responsibility
- Perseverance



Every half term, children nominate 2 children in their class who have consistently demonstrated our Christian Values. These children are awarded Values Champions Medals in a special Collective Worship to which parents are invited. In addition to this, children are awarded marbles for the Values marbles jars when they are spotted demonstrating one of our Christian Values. These jars are kept by the Values' board outside the hall.

### **St Peter's Church**

As a Church of England school, Bengeworth has strong links with St Peter's Church. Members of the church community visit the school for 'Open the Book' Assemblies and children visit St Peter's Church for special services, such as Harvest Festival, Christmas and Easter. These services are led by children. Parents are invited to these special occasions, although it is worth noting that there is limited space in the Church.



## **Supporting Special Educational Needs at Bengeworth**

We recognise that pupils have a wide and varying range of individual needs; at least one in five pupils will have an additional need of some sort during part of, or for their entirety of their school career. At Bengeworth, we believe pupils can be supported to overcome any barriers to learning. As recommended in the SEN Code of Practice 2014 our school adopts a graduated approach to match provision to children's SEN so that, where necessary, we can draw upon specialist expertise in order to respond to a child's individual needs if they do not make adequate progress.

All of the teachers in our school are teachers of SEN and as such, they provide quality first teaching to all pupils in their class through differentiation, a variety of teaching strategies and learning arrangements.

Where a pupil is receiving SEN support, staff talk to parents regularly to set clear targets and review progress towards them, discuss the activities and support that will help achieve them, and identify the responsibilities of the parent, the pupil and the school. We regularly give feedback to all parents, both formally and informally.

If your child has additional needs you may be interested in joining our Parent Inclusion Network. A small and friendly informal group for parents where we share information and thoughts on how we might develop our inclusive practice together. The main aims are to provide support and encouragement to parents of children who have additional support needs, their families and to those who work with them. To work productively and collaboratively with parents and outside agencies to ensure positive, inclusive practice is at the heart of school life and to have happy, successful children-bursting with self-esteem!



Our Inclusion Leader for the school is Mrs Rachel Sénèque and our SENCo is Miss Elizabeth Lane; please don't hesitate to contact them regarding any queries that you may have.



### **Safeguarding and Child Protection**

Your child's safety and welfare is always our priority and all our staff and volunteers are committed to this. All our staff and volunteers receive training and guidance to follow when they suspect a child may be experiencing abuse or harm, and the school has a Child Protection policy in place which is available for parents to read on our website.

Sometimes we need to share information and work in partnership with other agencies where there are concerns about a child's welfare. We will ensure that our concerns are discussed with the child's parents first unless we have reason to believe that such a move would be contrary to the child's welfare.

Bengeworth's Designated Safeguarding Lead is Mrs Kirsty Shaw. The Deputy Designated Safeguarding Leads are Mrs Hayley Potter and Mrs Jane Wadmore. All parents and carers are encouraged to discuss any child welfare concerns they have with any of these members of staff.

Both our Burford Road and King's Road settings are non-smoking areas. This includes electronic cigarettes or 'vapes'.

### **Family Support**

We recognise that on occasion, families and parents may need extra support, advice and guidance. Mrs Wadmore is our Family Support Professional who is available to discuss any concerns or challenges parents and carers may be facing and holds drop in sessions weekly at both settings. Referrals can also be made via form on the school website.



### **Helping Hands Volunteers**

At Bengeworth we very much welcome volunteer support from parents and carers who have a wealth of skills and talents to offer our children. All our Helping Hands' volunteers are fully DBS checked and support and support the curriculum with swimming, reading with children, cooking, educational visits and more.

## **Bengeworth School Uniform**

All Bengeworth uniform with a logo is available to buy from the School Shop in Evesham, both online and in store. It is essential that all uniform, including ties, coats and shoes, is named very clearly and that parents regularly check that names do not disappear in the washing machine! Children are expected to be wearing the full, correct school uniform every day, including the school tie and correct black, school style shoes and are expected to wear shirts with the top button fastened. A letter will be sent home if a child does not wear the correct uniform or is not adequately equipped for school. A phone call may be made to parents/carers to ask for missing uniform to be brought in to school if this is a persistent occurrence.

### **Winter Uniform (can be worn all year)**



Red V-neck sweatshirt or cardigan with logo  
White shirt/blouse – long or short sleeved (not polo shirt)  
Red and silver striped tie  
Grey/charcoal (not black) trousers/skirt/pinafore  
Red or grey tights (not black or white)  
White/ grey/black socks  
Black school-type shoes (open-toed sandals, crocs, boots or black trainers are not permitted)  
Red school book bag  
Waterproof coat/fleece with optional school 'beanie' hat



### **Summer Uniform (can be worn from Easter holidays to October half term holiday)**



Red V-neck sweatshirt or cardigan with logo  
White shirt/blouse – long or short sleeved (not polo shirt)  
Red and silver striped tie  
Grey/charcoal (not black) trousers/skirt/pinafore/shorts\*\*  
Optional – red and white checked dress worn with white socks (not tights)  
Black school-type shoes (open-toed sandals, crocs, boots or black trainers are not permitted)  
Red school book bag  
\*\* Grey/black socks or white socks to be worn with shorts (not tights)

In the summer months, children should come to school having had a long lasting, high factor sun cream applied at home. Sun cream must not be sent into school for children to apply themselves and staff are unable to re-apply sun cream to children during the day.

Long hair should always be tied back at school. Any earrings should be simple studs, not hoops, and must be removed at home on PE days. Any earrings which cannot be removed will be covered with micropore tape to avoid accidents.

More information can be found on the school's website and in our 'Bengeworth CE Academy School Uniform' leaflet.

### **PE Kit**



Children will also need a full PE kit consisting of a Bengeworth red t-shirt, red shorts/skort, black pumps or trainers, black or white socks, black jogging bottoms and red Bengeworth hoodie with school logo for the colder days. Again, these must be clearly named. PE kits are sent home to be washed every half term and it is important to use this time to check that pumps/trainers still fit.

Although there are timetabled PE sessions for each class, it is essential that PE kits are in school every day and are returned on the first day after each holiday. If a child does not have a PE kit in school, he or she may not be allowed to take an active part in PE lessons.

## **Health, Illness and Accidents**

### **Hygiene in school**

In order to maintain high standards of hygiene, we teach children the importance of regular handwashing and use hand gel throughout the school day.

### **Accidents**

Children often have minor bumps and scrapes at school during the day. These are dealt with by our qualified first aiders and recorded in our accident book. For many of these minor accidents, parents will not be informed.



However, if a child has a bump on the head, a 'head bump' letter is sent home to parents to alert them to the fact that their child has had a head bump, with information regarding signs of concussion. These forms must be acknowledged and signed by parents and returned to school the following day.

If a child has a more serious accident, the school will telephone parents immediately to ask them to collect their child and to take him or her to be checked by a doctor. It is vital that any changes to parental contact details e.g a new mobile number, are given to the school office in case of any emergency.

In any emergency, the school will call an ambulance before contacting parents.

### **Medicines in school**

The school is unable to administer medicines in school except under specific circumstances. Please see the Academy Medicines Policy on our website for further information.

We are unable to have any cream (eg E45, sun cream), pain relief medicine (eg Calpol, Nurofen) or antihistamines (eg Piriton) in school. This also includes products such as Vaseline or lip salve.



If a child has been diagnosed with asthma, a blue 'reliever' inhaler must be kept in school with the child's name and correct dosage clearly visible. These are sent home during the holidays and need to be returned on the first day of each term. We are unable to send these home daily.

It is very important that the school is made aware of any allergies that a child has as soon as possible. For children with severe allergies, an auto-injector or epipen (prescribed by a doctor and provided by the parent) is kept in school for emergency use.

### **Sickness and common infectious ailments**

If a child is taken poorly in school, the office will attempt to contact parents to arrange for the child to go home. This is done using the prioritised list of numbers given to the office when a child starts school. It is essential that these numbers are updated immediately if there are any changes.

**Covid-19** – We will always follow government guidance regarding Covid-19 arrangements and will communicate this to parents as needed. However, at present the guidance for September is as follows: Please do not send your child to school if:

- he or she has one or more of the three main symptoms (high temperature, dry continuous cough or loss of taste/smell, he or she must remain off school and get a PCR test or self-isolate for 10 days;

- he or she has a positive (PCR) test result;
- he or she has been asked to quarantine by NHS Test and Trace.

We will contact parents and carers of any child who starts to show symptoms of Covid-19 during the school day and ask them to arrange a PCR (not lateral Flow Device – LFD) test as soon as possible. This is to protect the school and to prevent an outbreak.

If child is identified as a close contact with someone who has tested positive, contact will be made via the NHS Test and Trace system, rather than the school.

Headlice - A common issue in schools and are passed on easily in young children whose heads are often close together as they learn. If a parent finds headlice (the insects) or nits (little white eggs) in their child's hair, they should treat their child's hair immediately, seeking the advice from a pharmacist as to the best treatment to use. Once treated, the child can return to school. However, the parent should then inform the class teacher so that other parents can be advised to check their child's hair to prevent further cases in the class.

Sickness and diarrhoea - If a child has sickness or diarrhoea at home, they should not return to school for a minimum of 24 hours after their last episode. Parents should use their discretion as to whether or not their child is ready to return after this time.

Chickenpox – This is a common virus in children of primary school age. It appears as a blister-like rash, often on the trunk of the body, and may also be accompanied by cold-like symptoms. A child is infectious for a few days before the spots appear and for about 6 days afterwards. A child may return to school only when the spots have formed a scab and dried up.

Impetigo – This is a very infectious virus that commonly affects the face, particularly around the mouth and nose. If impetigo is suspected, a child will need to see a doctor for a prescription of antibiotic cream and may return to school 48 hours after starting treatment with antibiotics.

Conjunctivitis – This is an infectious virus which often causes sticky and gritty eyes which often look pink and sore. There is sometimes a yellow or white discharge from the eye. If conjunctivitis is suspected, a doctor or pharmacist should be consulted and antibiotic cream or eye drops used. The child can return to school when the eye is treated successfully or appears normal again.

### **Medical appointments**

To avoid children missing learning, we ask, whenever possible, for parents to make medical appointments out of school time. This includes dentist, optician and non-urgent doctor's appointments.

The school appreciates that there may be appointments, such as for specialist medical advice or consultant appointments, which fall in school time. In these instances, we ask parents to inform the school office in advance of the need to remove a child from school before the end of the day, or that the child will be late. If a child's attendance falls below 95 %, the school may ask to see a copy of the appointment letter to verify the reason for absence.

## **Communication with Parents**

### **Parents' Evenings and Walk in Sessions**

Formal Parent Consultation meetings are held in the Autumn Term and Spring Term. Parents receive a written annual report in the Summer Term, with an opportunity to discuss the report with the class teacher if required. The school is intending to take a blended approach to parent consultation meetings and to offer either a face-to-face appointment in school or a virtual meeting to meet the needs of parents.

Throughout the year, parents are invited to come into school to look at their child's work at more informal sessions. This is an opportunity for parents to look at their child's book and celebrate their child's progress with their child, with the teacher on hand to answer any quick questions that may arise. If parents need to discuss issues in more detail, a separate appointment should be made.

### **Newsletter**

The school publishes a weekly newsletter on the website on a Friday with news of events that have happened in school, as well as notification and reminders of future events and messages to parents. This is also emailed to parents who have provided a current email address. Paper copies of the newsletter are available outside the offices at both settings.



### **Website, Text Messages and Emails**

The school has a detailed and informative website ([www.bengeworthacademy.co.uk](http://www.bengeworthacademy.co.uk)) which is continually updated. It contains a wealth of information regarding school life, including important policies, parent information and school news. Copies of previous newsletters, as well as letters to parents, are also available on the website.

A text message and email service are used to send important messages and reminders to parents. The school is currently working to reduce the amount of paper it uses, and is looking to send all correspondence to parents via email in order to achieve this.

### **Year Group Email Addresses**

Each year group has its own email address which can be used by parents to communicate with staff. These are:

Reception	<a href="mailto:r@bengeworth.worcs.sch.uk">r@bengeworth.worcs.sch.uk</a>
Year 1	<a href="mailto:y1@bengeworth.worcs.sch.uk">y1@bengeworth.worcs.sch.uk</a>
Year 2	<a href="mailto:y2@bengeworth.worcs.sch.uk">y2@bengeworth.worcs.sch.uk</a>
Year 3	<a href="mailto:y3@bengeworth.worcs.sch.uk">y3@bengeworth.worcs.sch.uk</a>
Year 4	<a href="mailto:y4@bengeworth.worcs.sch.uk">y4@bengeworth.worcs.sch.uk</a>
Year 5	<a href="mailto:y5@bengeworth.worcs.sch.uk">y5@bengeworth.worcs.sch.uk</a>

Please be aware that any questions and queries will be responded to as promptly as possible, but may not be answered immediately, especially at weekends and during holidays. Year group email messages should not be used to report a child's absence; this must be reported to the school office via telephone.

### **Facebook and Twitter**

Bengeworth CE Academy has a Facebook and Twitter page which enables us to share news and information with our parents. Links to these can be found on our homepage.

### **Parent Forums**

Every term, parents are invited to attend a parent forum to discuss a particular topic relevant to the development of the school. The purpose of these is to seek the views of parents in order to improve the provision for children in the school.



### **School Closures**

If the school has to close unexpectedly for any reason, such as due to a heavy fall of snow, parents will be notified by text, email, on Facebook or twitter and the school website will display a message. Local radio will also provide an updated list of school closures. Remote learning via SeeSaw will be available to pupils from the 2<sup>nd</sup> day of any school closure.

### **Concerns**

If parents have any concerns regarding their child, or issues that relate to school, they should talk to their child's class teacher in the first instance. If the incident is more serious or a parent feels that the issue has not been resolved, they should make an appointment to see the Year Lead or Deputy Head of School. If a resolution is still unable to be reached or the matter is of an extremely serious nature, an appointment should be made to see Head of School, Mrs Hayley Potter, or ultimately the Executive Headteacher, Mr David Coaché. The school's complaints' procedure and form is also available on the school's website.

### **Photographs**

Currently we have no restrictions on parents taking photographs and videos at school events. We do, however, ask parents that they only take these of their own children and that they do not post photos or videos of other children online or on social media without the permission of their parents. It is also important to inform the school if parents do not wish their child to appear in any promotional photographs or videos which may also be shared on social media.

### **School Photographs**

Official school photographs are taken twice a year with parents given the opportunity to order and purchase these at a reasonable cost. In the Autumn Term children are photographed individually and with their Bengeworth siblings, and where possible, parents given the opportunity to bring younger or older siblings after school for a family portrait. These photographs can be ordered in time for Christmas. In the Summer Term, children are photographed in their class groups, often in informally posed friendship groups. Again, these photographs can be purchased by parents.

### **School Payments - ParentPay**

The school no longer accepts cash or cheque payments for school lunches, educational visits, clubs or Breakfast Club. Instead, all parents/carers will receive an individual username and password for ParentPay when they join the school. A link to this is available on the school's website in the 'Parent Information' section. If payment cannot be made for any reason before an educational visit takes place, parents/carers must make an appointment with a member of the Leadership Team before the child will be permitted to take part. Payment on ParentPay also indicates that parental permission has been given for a child to attend an educational visit.

### **General Data Protection Regulations (GDPR)**

At Bengeworth CE Academy we are fully compliant with GDPR regulation requirements and full details of our data protection policy and privacy notice are available on our website. Parents/Carers are asked to 'opt-in' in order for us to take, store and use your child's photograph for the purpose of educating students, providing educational evidence, promoting educational achievements and celebrating events.

## **School Governors**

Bengeworth Multi-Academy Trust has three layers of governance:

There are four Trustees (also called Members of the Trust) who oversee our charity.

There are seven Directors of the Board who operate at a strategic level (they are the owners of the company, rather like shareholders). They are responsible for establishing the aims and policies of the school, setting and implementing the school budget and ensuring that the curriculum is taught.

There are eleven Local School Governors (who together make up the School Governing Body), who have the responsibilities delegated to them by the Academy Trust. The School Governing Body is composed of representatives from the Church, local community, school and parents who set targets for the school and ensure the implementation of these targets. These Governors visit the school regularly and act as a link between parents, the Church and the school. The Governors have regular half-termly meetings and have also formed Working Groups/Committees to focus on specific areas.

Our Chair of Governors is Mr Andy Martyr-Icke. Details of all school governors, including contact details, can be found on the school's website.

## Parking

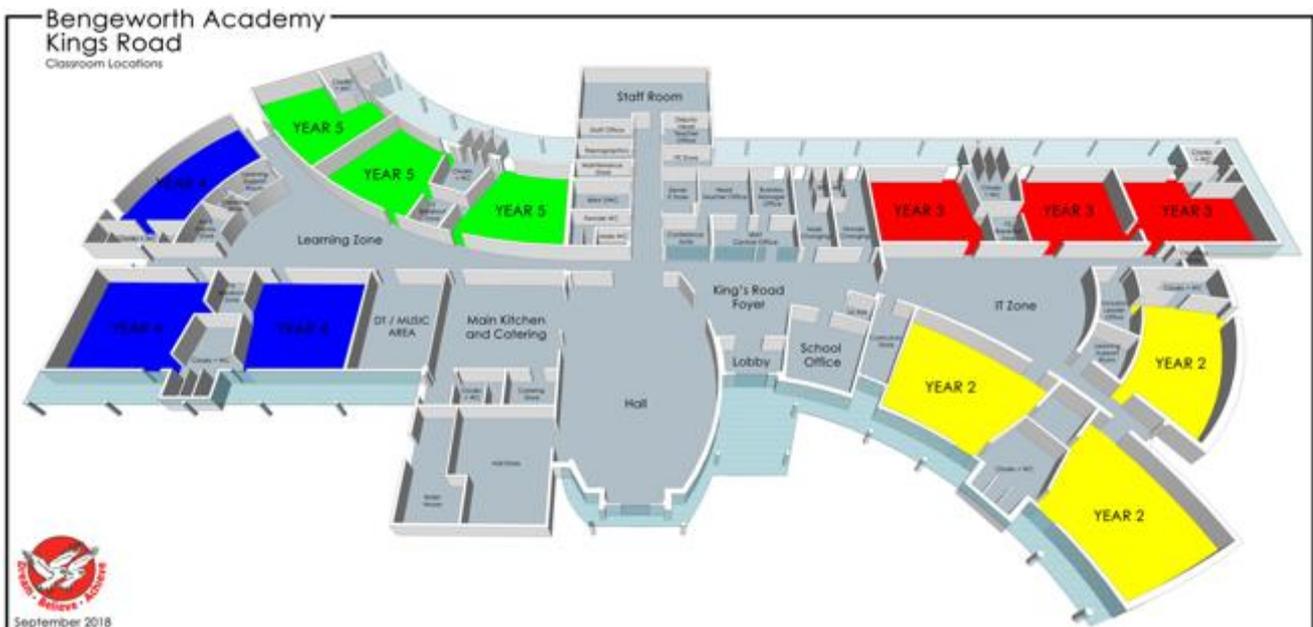
Parking is very limited around the King's Road setting. We therefore ask that:

- When parking to drop off or collect their children, parents are considerate towards our neighbours and do not obstruct driveways.
- Parents do not park on the zig zag yellow lines immediately outside school as these are there to allow a clear and unrestricted view for drivers or children and parents wanting to cross the road.
- Parents do not park on the road adjoining the school entrance gates.
- Parents consider using the car park on Burford Road (near to the Regal Cinema). This is **free** at the beginning and end of the school day for a 20 minute period.
- Parents do not use the staff car park at any time.

Our local policing team often carry out checks of parking outside school and have been known to issue tickets to parents who are parked illegally, unsafely or inconsiderately.



## King's Road Setting Map





## **Bengeworth CE Academy Home School Agreement**

At Bengeworth CE Academy we believe that children learn best when parents/carers and school value and respect each other and share common aims. We want to work in partnership with parents/carers to promote our pupils' achievements and successes. The aim of this Home School agreement is to explain what we expect of our pupils and parents/carers and, in turn, what they can expect from Bengeworth CE Academy.

### **Our Ethos Statement is:**

#### **Dream. Believe. Achieve.**

Bengeworth CE Academy is a dynamic and vibrant school where every child acquires a high quality education and an unforgettable childhood experience. We provide a happy, safe and caring environment where each person feels valued and excellence and enjoyment are embedded. We all choose to be here, children and staff alike, demonstrating mutual respect, a desire to learn and a zest for life through aspiration, determination and fulfilment.

### **Our Values:**

Through our Christian values of friendship, forgiveness, responsibility, respect, perseverance and trust, we demonstrate our love for the world and everyone in it. Within our Curriculum and throughout their schooling we teach children the fundamental British values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

### **Our Vision:**

We endeavour to create a caring school, which is:

**Imaginative** in our approach

**Pioneering** in our ambitions

**Inspirational** to our people

**Effective** in our outcomes

**Challenging** in our aspirations

### **The Responsibilities Of All Staff**

- Provide a safe, secure, caring and stimulating learning environment;
- Teach, support and encourage the children to do their best and achieve their full potential as individuals and as valued members of the school community;
- Develop in each child positive values, confidence, self-esteem and a caring attitude towards the school community and the environment;
- Provide a balanced curriculum of the highest quality which challenges your child to reach their potential and fulfils the requirements of the National Curriculum;
- Set regular homework and to mark it if appropriate;
- Inform children and parents/carers what the teachers aim to teach the children each term;
- Allow children safe and secure use of the Internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents;
- Be welcoming and offer opportunities for parents/carers to become involved in the daily life of the school;
- Contact parents/carers as soon as concerns are raised about their child's work, behaviour, welfare, attendance or punctuality;
- Have a clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy;
- Provide opportunities for clear and regular communication between home and school through newsletters, emails, letters, website and meetings.

### **The Responsibilities Of Parents/Carers**

- Ensure that my child attends school every day (unless he/she is too unwell to do so or there is a good reason for absence), is on time and is ready to learn, aiming for 100% attendance. Children need to concentrate to learn, and therefore need to be fit and well, to have had enough sleep and to have eaten;
- Avoid taking holidays in term time. If parents/carers are aware of unavoidable absences, parents/carers must complete a planned absence form at least 4 weeks in advance of the absence;
- Inform the school on the first day of absence when my child is ill;
- Inform the school immediately of any changes to parent/carer and emergency contact details or my child's medical needs or home circumstances which may affect his/her learning;
- Ensure that my child is wearing the correct uniform and that it is clearly labelled;
- Support the school, sharing any concerns with the class teacher privately in the first instance. (Please don't voice our concerns in front of your child or other children in a public place or on social media. Make an appointment. We are always willing to listen and to work to resolve any issues. If the parent criticises the school, the child will do the same, and this will affect his/her learning);
- Attend parents' meetings with the teacher to discuss achievement and progress;
- Support my child with his/her learning, showing an interest in what he/she has learnt at school and supporting with homework and read with my child daily;
- Support my child at home in teaching the safe and secure use of the internet at home;
- Read all letters, emails and other communication sent home, responding when required;
- Support the school's policies and guidelines as listed on the school's website.
- Support the school in providing educational visits/trips by considering voluntary financial contributions and allowing my child to participate fully in the curriculum provided;
- Give consent for my child to attend educational off-site visits which happen during the course of the normal school day and where there is no cost to parents/carers.

### **Your Child's Responsibilities**

*As parents and teachers, we need to explain to children what is expected of them. Here are some examples of the behaviour we require from the children at Bengeworth CE Academy, in and out of the classroom:*

- Listen carefully, actively engage in lessons, working hard and allowing others to do the same;
- Demonstrate the school's Christian values of Friendship, Forgiveness, Respect, Responsibility, Trust and Perseverance at all times;
- Work hard and listen carefully to instructions;
- Come to school regularly and on time;
- Behave well at all times to maintain the safety of myself and others, respecting the feelings of others and learn how to sort out difficulties in a cooperative way;
- Be polite, friendly and helpful to other children and all adults;
- Tell somebody if there is something I am not happy about;
- Do my homework regularly and return it to school on time;
- Bring all the equipment I need every day including my PE kit, book bag and reading books;
- Take good care of the school environment and living things;
- Wear my uniform correctly and with pride.