

2019-2020

# Parent Information Booklet



Bishop Road Primary School

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## About the School

Bishop Road School is situated in the heart of Bishopston and is an outstanding school with an excellent reputation for sustained high achievement as well as a high quality and varied curriculum. With a history of education stretching back to Victorian times, Bishop Road School is one of the largest primary schools in Bristol currently educating 840 pupils (four classes in each year group). Parents are supportive and contribute significantly to the school community.

### Values and Ethos

Bishop Road is a welcoming and happy place to learn and grow. We have a dedicated team of governors, professional and friendly staff and a supportive group of parents and carers working together to give our children the best education possible.

For us, primary means fundamental and we believe we are preparing children for their future lives through ensuring the highest standards in teaching and learning and a wide range of experiences and opportunities as they move through the school. As a school community we believe that the ethos of the school should be built on a foundation of values. These values permeate our approach to all aspects of our school and help us to understand and achieve our core purpose.

We hold three core school values which we share and promote in our community.

At Bishop Road we are people who:

- Aspire to high standards in all that we say and do
- Accept and value one another
- Appreciate and contribute to our world

### History

Many inspirational individuals have passed through the school, with some ex-pupils going on to achieve recognition for their significant contributions in different fields. Most notable amongst them: Paul Dirac who formulated the Dirac equation and was awarded the Nobel Prize in Physics and Cary Grant who is renowned as one of the greatest stars of 20th century film.

### Learning Community

At Bishop Road we have developed a story centred curriculum that recognises narrative as the fundamental way that people share meaning and develop a sense of the world. For this reason we place reading, telling and sharing stories at the centre of our teaching and learning. Story is the basis for our approach to social, emotional and academic development and the cornerstone to our broad and balanced curriculum. From our story centred curriculum we make links between different subjects (particularly history, geography and science) to ensure learning is contextualised and purposeful.

## **Core offer and enrichment**

We have a great many trips, visiting speakers and engaging activities that enrich the learning and ensure pupils are motivated and enjoy school. Our staff are highly committed offering over 20 voluntary afterschool clubs. Across the year there are around 20 school trips as well as residential trip in Year 6. The staff team play an active role in enabling children to enjoy competitive opportunities with over 40 off site visits for competitions and tournaments both locally and nationally. We are particularly proud of our swimming team who have been credited as Bristol Swimming Champions and National Finalists for the last three years.

Class performances are a core feature of our school annual celebrations with 56 taking place this year. This means each class can enjoy a Christmas and Summer Performance which is open to all parents, carers and relations. Every child has a role in each performance and these are very popular occasions with upwards of 100 in attendance which gives the children an excellent opportunity to develop confidence and reflects the great community spirit.

If you want to keep up to date with the school please visit our school website to see the school blog and the Head Teacher's monthly newsletters.

## **School Environment**

As a large school we have the benefit of a range of high quality facilities including a school gymnasium, cooking room, dedicated indoor climbing wall, three external traversing walls, music facilities and our own school radio. Our children also enjoy visiting our new facility (the Dirac Centre) next to our school field which is used for PE as well as investigations and projects for Maths, Science and Geography.

## **Safeguarding**

Bishop Road is committed to safeguarding and promoting the welfare of all pupils. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach so that we can support all our pupils and recognise that each pupil's welfare is of paramount importance. Our Safeguarding Policy can be found on the school website.

The school recognises that it has an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind the school's safeguarding is underpinned by the fundamental principle of the Children Act 1989: 'The welfare of the child is paramount'.

This sheet gives you general information about Safeguarding at Bishop Road regarding who to contact if you have any queries.

**Our Head Teacher is Mrs Powe**

**Our Designated Safeguarding Lead is Mr Emissah and the Deputy DSL is Miss Kingston**

**Our nominated governor for child protection is Ms Wong**

(Contact can be made through the school office)

**IF YOU ARE CONCERNED ABOUT THE SAFETY OR WELFARE OF YOUR CHILD, OR A CHILD YOU KNOW, YOU SHOULD ACT WITHOUT DELAY.**

You can ask for advice, or report your concern to:

Mr Emissah  
0117 9030483

Bristol City Council First Response Referral Team  
0117 9036444

Police  
Tel: 101 or 999 in an emergency

NSPCC Child Protection helpline  
Tel: 0800 800 5000

You can telephone for advice without identifying the child. If the conversation confirms that you are right to be concerned you can then give the child's details. You will be asked for your name and address too, but the agencies will take anonymous calls.

## Preparing for school

Getting ready for the first day of school can seem quite overwhelming. We hope that this section will give you some clear guidelines on how to get your child to school feeling prepared for everything.

## Term Dates

Term	Date
Term 1	Monday 2 September 2019 to Friday 25 October 2019 (INSET Days – Thursday 5 & Friday 6 September)
Term 2	Monday 4 November 2019 to Friday 20 December 2019 (INSET Day – Monday 4 November)
Term 3	Monday 6 January 2020 to Friday 14 February 2020
Term 4	Monday 24 February 2020 to Friday 3 April 2020 (INSET Day – Monday 24 February)
Term 5	Monday 20 April 2020 to Friday 22 May 2020
Term 6	Monday 1 June 2020 to Monday 20 July 2020 (INSET Day – Monday 20 July)

There will be 5 INSET days during the school year when the school is closed.

For information of these dates please see the Head Teachers date list for parents or the school calendar.

## Getting to School

Parents are strongly encouraged to bring their children to school by foot. After completing bikeability in Year 6, they are welcome to cycle to school and leave their bikes in the bike shed. **Please note that scooters are not to be left on site during the day.**

## Parking

Parking for the school is in the surrounding streets. At drop off and pick up times the area is very congested. If you have to drive, please respect the double yellow lines, the zig zag lines and the local resident's driveways. Please do not park in these areas. The area is regularly controlled by traffic wardens. Staff, parents and carers will report cars parking in these areas to the local police.

## Book Bags

These can be purchased from The Famous School Branches.

## Snack Time/Lunch

During the afternoon your child will have the time to have a drink and a piece of fruit. A free piece of fruit is supplied daily for each child under the current government fruit and vegetable scheme.

**Free milk is provided until the child's fifth birthday after which the parents will be given the opportunity to buy milk through School Milk Services. A form can be collected from the office. This must be monitored by parents.**

If your child is having a packed lunch this must be **NUT FREE** as we have a No Nuts Policy at school. Please use a lunch box or cool bag clearly labelled with your child's name. We encourage healthy lunches which include healthy fruit and vegetables. Please avoid sweets, chocolate or crisps. All children sit together at lunch.

## Uniform

It is the school policy that all children shall wear the school uniform when attending school or when participating in a school organised event outside normal school hours. The school uniform is an integral part of the school's commitment to equality and inclusion. **Please ensure all items of clothing are clearly named.**

We expect parents and carers to support the school uniform policy. Children should come to school in uniform every day unless there are special circumstances such as dressing-up or charity fund raising days or events.



Compulsory Elements	Optional Elements
Dark purple jumper with school logo or <input type="checkbox"/> Sleeveless jumper with school logo or Cardigan with school logo.  <b>Note:</b> no other jumpers or hoodies may be worn in place of the school jumper.	Purple Gingham Dress (summer months). <input type="checkbox"/>
Mid grey trousers (no jeans please), or shorts, <input type="checkbox"/> or skirt or pinafore dress. (No Leggings)	
White shirt (long or short sleeved) or plain <input type="checkbox"/> white polo shirt.	Polo shirt with school logo. <input type="checkbox"/>
White, black or grey socks or plain black, <input type="checkbox"/> purple or grey tights. (No Leggings).	
Flat, sensible, safe black shoes, including plain <input type="checkbox"/> black ankle boots.  <b>Note:</b> No trainers, open toe sandals, Crocs, calf or full length boots and no visible branding please.	
Sports kit: Trainers/plimsolls/daps. <input type="checkbox"/> Plain white T-shirt, dark coloured shorts. <input type="checkbox"/> Dark coloured Sweatshirt & jogging bottoms <input type="checkbox"/> (winter).	Bishop Road PE Bag <input type="checkbox"/> White polo shirt with purple stripe to collar, Black or white shorts/skirt
Any headwear worn for religious or cultural reasons should be plain and of a dark colour.	Bishop Road shower proof jacket <input type="checkbox"/>
Coats: hoodies and jumpers are not to be worn as coats.	Bishop Road book bag <input type="checkbox"/>

**Children may not wear jewellery to school (except for small studs and watches) other than for religious or cultural reasons.**

The school uniform is widely available from various outlets including supermarkets and other shops. The company, The Famous School Branches, supplies the bespoke jumper/cardigan which is the only compulsory item that can only be purchased from one source.



## Lost Property

Lost property is located in the boat playground and can be accessed before and after school. Named items will be returned to the child's classroom.

## The School Day

Reception	Times
8.55 –9.00	Register taken & session begins
10.10–10.25	<b>Playtime</b>
10.25	Session begins
11.30–12.30	<b>Lunch</b>
12.30 – 3.25	Afternoon session- including outside learning

Year 1	Times
8.55 –9.00	Register taken & session begins
10.15 – 10.30	<b>Playtime</b>
10.30	Session begins
11.30–12.30	<b>Lunch</b>
12.30	Afternoon session
2.15– 2.30	<b>Playtime</b>
2.30–3.30	Final Afternoon Session

Year 3 and 4	Times
8.55 –9.00	Register taken & session begins
10.45 –11.00	<b>Playtime</b>
11.00	Session begins
12.15–1.15	<b>Lunch</b>
1.20 –3.30	Afternoon session

Year 2	Times
8.55 –9.00	Register taken & session begins
10.45–11.00	<b>Playtime</b>
11.00	Session begins
11.50	<b>Lunch</b>
12.50	Afternoon session
2.45–3.00	<b>Playtime</b>
3.00–3.30	Final Afternoon Session

Year 5 and 6	Times
8.55 –9.00	Register taken & session begins
11.00 –11.15	<b>Playtime</b>
11.15	Session begins
12.35	<b>Lunch</b>
1.35 –3.30	Afternoon session

All children should arrive at school between 8:40 and 8:50. Year groups have been allocated different entrances to school to reduce congestion and to ensure that drop off runs smoothly.

If you need to access the school throughout the day, you will need to visit the school office.

## Student Absence

If your child is late to school due to a medical appointment or other reason please telephone the school office before 9:30 or inform the office and class teacher beforehand. Children need to be signed in at the office. **If your child is having a school dinner you must ring and book the dinner by 9:30.**

When a child is absent due to illness you must contact the school before 9.30 on the first day and every subsequent day of their absence. Please give the name, class and reason for absence.

**If your child has sickness or diarrhoea, they cannot come to school for 48 hours after the last episode so that they do not spread any infection.**

## Absence Request Form

All absence requests must be submitted using the Application for Special Leave of Absence form from the office. Only exceptional circumstances will be authorised. Regular attendance at school is essential. Your child should attend school every day unless there is an unavoidable cause. **Holidays during term time will not be authorised.**

## Lunchtime

Lunch time is from 11:30 – 12:30. The children are accompanied by their class teacher to the hall and are then looked after by the lunchtime staff in the hall and playground. Children all sit together whether they are packed lunch or school dinner.

If you want your child to have a school dinner we must have had your meal pattern in advance. **If your child is absent / late into school in the morning, their meal must be ordered by 9:30 the same day.**

## Catering

School dinners at Bishop Road are provided by Autograph who plan all the menus, source the ingredients and prepare the food on site. The School Food Standards focuses on variety and the Autograph menu offers an exciting range of different fruits, vegetables, grains, pulses and types of meat and fish. All meals are nut free. If you would your child to have school dinners you must fill out a dinner pattern form. **This will set their meal pattern for the duration of the term. If you want to change this pattern, this can be done at the end of each term with a form from the office.**

All Reception, Year 1 and Year 2 pupils are entitled to a school meal free of charge every day but the meal pattern must be set in advance.

## Food Allergies and Intolerances

If your child has a food allergy, intolerance or other special dietary requirements, please ask at the school office for an 'Allergies & Intolerances – Referral Form'. All completed forms must be received by the **8<sup>th</sup> July** supported with medical evidence. Your child cannot be fed until an individual diet plan has been created.

## Pick Up

The school day ends at 3:25. The safety and security of your children is of paramount importance. Children can only be collected by adults other than their parents and carers if we have received your permission in advance. Please call the office if someone else is collecting your child.

## Student Medication

All students who need to take prescribed medicines at school, either for use during the normal school day or for activities off-site, must follow specific procedures for administering that medication. This is for their own safety and that of other students and staff within the school. We are unable to give 'over the counter' medication – this includes cough sweets. Any prescription medicine must be handed in to the office by the parent or carer and paperwork must be filled out.

## Finance Arrangements

You can make payments online to the school for things like dinner money and school trips. Paying online is quicker and easier for you. It saves the school money and is much more efficient. **You need to provide the school with a priority 1 phone number and email address to be used on School Gateway when filling out the admission form.** Only the priority 1 contact will be used for your child on School Gateway so these details will be needed to register and log on.

The system is called School Gateway.

1. Go to [www.schoolgateway.com](http://www.schoolgateway.com)
2. When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school.
3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

As soon as you've got the system set-up, you'll be able to pay money to the school online rather than send cash or cheques.

## Pupil Premium

Pupil Premium is extra money paid directly to schools for each child who is eligible for free school meals. It is used to support your child's education, but is only paid where families have applied for free school meals and are confirmed to be entitled.

**Even if your child is in Reception, Year 1 or Year 2 and receives free school meals under the Universal Infant Free School Meals Scheme, you still need to make a free school meals application for the school to receive Pupil Premium for your child.**

## How to apply

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (depending on financial circumstances)
- Working Tax Credit (depending on financial circumstances)
- Universal Credit (depending on financial circumstances)

Applying is quick and simple and can be done online through the Bristol City Council website or by using a paper form available from the School Office who will be happy to discuss this with you confidentially.

## School Trips

The children are taken on school trips to places of interest to extend the children's knowledge and enjoyment of topics being covered in class.

## Parent Helpers

We invite parent helpers with an enhanced in date DBS to help on trips and to help with reading and activities in class. Parent helpers will not be placed in their child's class to read. If you are able to regularly help in class and would like to go on school trips, a DBS form can be obtained from the office.

## Clubs

At Bishop Road we greatly value children's interests and passions. We strive to provide an environment where the whole child is nurtured. We are also committed to Healthy Living and to providing children with opportunities to develop skills and interests that we hope will be with them for the whole of their school career and beyond into adult life.

We are very lucky to be able to provide such a wide range of activities for children to join in with after school and to be able to use the many and varied talents and interests of our skilled teachers in this way. We currently run many sporting and non-sporting clubs after school (or at lunchtime), including sports clubs such as Netball and creative clubs such as Art and Craft. **These clubs are available for children from Year 1 onwards.**

## Assessments

In the Early Years Foundation Stage (EYFS), children work to achieve the Early Learning Goals. Some children will move beyond these into the National Curriculum as they near the end of the Reception year. In Years 1–6, teachers assess each pupil 3 times a year in English and Maths to monitor progress and identify areas to focus on in learning.

During the first few weeks of the autumn term, each child's understanding of early reading and mathematics will be assessed, as well as their personal, social and emotional development. This is done in order to find out what developmental level has been attained by each child, allowing teaching to be relevant to the abilities of individual children.

A baseline assessment is used on entry to ensure that their progress can be monitored as they move through the school. The children's progress is assessed throughout the year using the Early Years Foundation Stage Profile which is a statutory assessment,

If pupils do not make the expected progress, the class teacher will talk to you about how we can work to support your child further. The Special Educational Needs and Disability Coordinator, Mrs Daniels, may also be involved in this discussion.

## **Bishop Road School Reading Expectation**

For your children to make the necessary progress in their reading we ask that parents and carers support their children by extending their learning into their home environments and reading with them each day. Each child should have the chance to share their reading book with their adults every day. Parents should read a book to their child each day, perhaps before bed time. Children will also have the chance to read with an adult at school at least once a week.

### **Reading with your children takes place in 3 stages.**

- Reading TO your child.
- Reading WITH your child.
- Hearing your child read.

Reading to your child is an opportunity for you to read a story or a book to your children, the children will see you following the text and take in the story as you read. This gives the opportunity to model reading behaviour (tracking text from left to right, starting at the beginning of the book, turning one page at a time).

Reading with your child is an opportunity to share a book and discuss the story. At the beginning of the year this is a good chance to play games with the text, such as spotting sounds from their own names, sounds learned in phonics sessions and other familiar words. You can discuss what you think will happen next by referring to the front cover, the text and the pictures in the book. You can discuss what has happened after reading, why these things have happened and what we enjoyed about the books.

Hearing your child read will be an opportunity to explore the skills learned in school and support children with their independence as well as celebrating their achievements. This will evolve as the year progresses from spotting familiar sounds and letters, to reading words, then sentences and eventually whole books independently.

## **Home-School Links**

We realise a lot of learning takes place at home or when you are out and about. In order to share this learning with us we ask you to fill out a home school links booklet 3 times a year. This book gives us a broader picture of your child's interests at home and gives us a chance to include some of that learning in their books.

## **Reporting to Parents/Carers**

Reports are sent to parents/carers in July in Term 6.

Parent evenings take place in terms 1 and 3 where all parents can meet with their child's class teacher to discuss progress.

## **Communications**

Close links with parents are valued as a way of creating an effective partnership between home and school. Regular and effective communication with parents is vitally important.

We regularly update parents through various forms:

- Letters are sent out via email to the priority 1 contact and are also uploaded to the school website, under the 'News and Events' tab.
- The 'School Blog' page on the website contains pictures and information about what has been happening at school.
- Class webpages on the school website are updated regularly.
- Two parent evenings take place during the school year.
- End of year reports are sent out in July.
- Text messages are sent from the school to update parents of changes or notifications.

Parents and carers may have queries or messages for their child's class teacher. Teachers are regularly available at pick up time at the end of the school day to answer questions. If an appointment is needed to talk more privately or in greater length, this can be arranged at the end of the day unless the teacher is running a club.

## **PTFA**

The PTFA is a hard working group of Parents, Teachers and Friends dedicated to funding events, experiences and resources for the children and community of Bishop Road School. It is a good way to meet other parents from all years and to get involved in school life. Any amount of time that can be given is well spent and is much appreciated.

In the past 5 years, the PTFA has put money towards a variety of projects such as new books, radio, sound and lighting equipment, wet play boxes, traversing walls and many enrichment fund activities, such as author visits and science and robotics workshops.

## Curriculum

### Bishop Road – A Story Centred Curriculum

At Bishop Road we recognise story and narrative as the fundamental way that people share meaning and develop a sense of the world. For this reason we place reading, telling and sharing stories at the centre of our curriculum. Story is the basis for our approach to social, emotional and academic development and the cornerstone to our broad and balanced curriculum.

**Reading:** We are passionate about seeing every child at Bishop Road develop and nurture an enjoyment and desire for reading. We have a structured approach to the teaching of reading which includes the teaching of phonics to help children decode words, an awareness of comprehension skills and strong focus on exploring meaning. We use picture books, novels and factual texts to engage and stimulate learning; ensuring children enjoy high quality writing that elevates their knowledge and understanding. We use a programme called 'Read Write Inc' to introduce synthetic phonics systematically. Children are encouraged to read widely both in and outside school and we are proud of our excellent school library that is the heart of our school.

**Writing:** We have a consistent approach to the teaching of writing across the school. This involves the use of picture books as a stimulus for our dedicated weekly creative writing lesson. Children are encouraged to develop their wider narrative understanding by exploring, discussing and responding to a complete text in this focused lesson. For our daily English lessons we use complete novels and other books in the juniors and shorter books in the infants as a stimulus for writing, speaking and listening.

**Maths:** Our Maths curriculum has a focus on real life applications as well as using and applying skills to ensure our curriculum is engaging and relevant. We strive to optimise enrichment opportunities with trips and visits throughout the year groups as well as regularly entering children in the Bristol Maths Challenge and Primary Mathematics Challenge. We have developed our own calculation policy to ensure we are teaching key mathematical skills in a consistent and progressive way. We use a resource called 'numicon' to help children develop a solid understanding of number and benefit from a dedicated one to one Maths Tutor who supports children with specific learning needs.

**Discovery/Topic:** From our story centred curriculum we make links between different subjects (particularly history, geography and science) to ensure learning is contextualised and purposeful. Story provides the basis for a wealth of wider investigative learning, with children developing a secure understanding of exciting and challenging ideas in a meaningful and relevant way. Our enrichment programme means children benefit from practical experiences through trips and visitors to the school which in turn link back to the class story or novel and reinforce and embed learning.



**Religious Education:** We follow the Bristol Locally Agreed Religious Education Syllabus.

**PSHE:** We have developed our own PSHE programme exploring our school values in the context of other studies. This approach is successful in creating a safe space in which children can explore topics and themes that ensure healthy and positive wider pupil development.

**Physical Education:** PE is taught by specialist sports teachers. Children learn a range of indoor and outdoor sports, using our facilities on our school field and on the main school site. Children in Year 5 & 6 enjoy lessons on our purpose built climbing wall and pupils take part in swimming lessons in Year 3.

**Music:** Music is taught in every year group. Every child in year 4 learns to play the ukulele and there are music lessons for individuals and small groups for children in **years 3 – 6**.

**Computing:** We use a software package called iCompute and Rising Stars to help us deliver the computing curriculum. We work closely with Cotham Secondary which is our local Lead School for computing to help enrich our provision. Whenever possible we make links between the computing curriculum and other areas of the curriculum.

**Art and Design Technology:** We have a specialist Art and DT teacher who delivers art lessons across the school and supports teachers with their art lessons. Art and DT are generally linked to our class novel or picture book.

**Modern Foreign Languages:** Children in Years 3, 4, 5 and 6 learn a modern foreign language. This year Yr 3 are learning Latin, Yr 4 & 5 Spanish and Yr 6 French.

## Young Carers

Young carers are children and young people who look after someone in their family who has a disability, a long term illness, or is affected by mental ill health or substance misuse. There are 1,384 young carers (children aged 5–15) in Bristol and South Gloucestershire. Young Carers are a vulnerable group who often go unidentified in schools.

### What activities might their caring role involve?

- Practical tasks including cooking, housework and shopping.
- Physical care – lifting or helping someone use the stairs.
- Personal care – dressing, washing, helping with toileting needs.
- Emotional support – listening, calming, being present.
- Managing the family budget, collecting benefits and prescriptions.
- Medication management.
- Looking after younger siblings.
- Helping someone communicate.

### What impact can being a Young Carer have on a child's well-being?

- Physical – lack of sleep, poor nutrition, repeatedly lifting a heavy adult.
- Emotional – stress (e.g. struggle to juggle their education and caring role), tiredness and mental ill-health.
- Social – might feel different or isolated – 25% of Young Carers said they were bullied because of their caring role.
- Lower educational attainment. This can be caused by poor attendance and attainment at school. Young carers responding to a survey missed or cut short many school days every year. The average was 48 school days missed or cut short because of their caring role.
- Being tired and appearing withdrawn.
- Lacking confidence.

By understanding the impact that being a Young Carer can have, it will ensure that we can better identify and support Young Carers in our school.

### Why might it be hard to identify a young carer?

- They might not think that they are one.
- They might not want to draw attention to it.
- They might not want to speak to someone because they are embarrassed or because they don't see any positive outcomes in doing so.
- Fear of being different or being bullied.

### Support available for Young Carers:

- **The Carers Support Centre** is a local charity which gives support and advice to Young Carers in Bristol. They support Young Carers through assessments, bi-annual reviews, referrals to local groups, Young Carers Voice (young carers participation group), free family days out and opportunities locally. If you have queries then contact the main team on 0117 958 9980.