

Our School



Meadowbrook Primary School

Three Brooks Lane
Bradley Stoke
BS32 8TA

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Information About Our School



Meadowbrook Primary School
Three Brooks Lane
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BS32 8TA

Head Teacher

Mr. Jon Barr

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Type of School

Community Primary

Capacity of School

420

Age Range

4-11

Website

<http://meadowbrookprimary.wordpress.com>

The chair of governors can be contacted through the school office

General Information

School Day

This is a typical school day at Meadowbrook;

8.45am	Bell sounds for start of school day, pupils enter school with staff
8.55am - 9am	Registration
9.00am - 10.15am	Session One
10.15am - 10.30am	Assembly
10.30am - 10.45am	Morning Break
10.45am - 12.00pm	Session Two (KS1)
10.45am - 12.15pm	Session Two (KS2)
12pm - 1.15pm	Lunch Break (KS1)
12.15pm - 1.15pm	Lunch Break (KS2)
1.15pm - 1.20pm	Registration
1.20pm - 2.20pm	Session Three
2.20pm - 3.20pm	Session Four
3.30pm	End of school day

Please Note: Key Stage 1 Children have an optional 10 minute break during the afternoon.

Starting School at Meadowbrook

Starting school is a very exciting time for children, meeting lots of new friends and feeling very grown up. We also understand that as exciting as this process may be it can also be very overwhelming for both parents and their children. We are here to support you through this process and make the experience of starting school a happy one for all.

When starting in reception at Meadowbrook we operate a phased induction period of part time attendance in small groups to enable children to settle into school life confidently and happily.

As part of the induction period we invite children to stay for lunch. Foundation Stage staff are close by during this period to ensure that all children cope well. Once all children have had the chance to stay for lunch and become fully immersed in the routines of school life they will be encouraged to stay all day. Our aim is for all children to attending school full time by October half term.

Before your child starts school you will be invited to a New Parents Evening where you will be introduced to the staff who will be working with your child throughout their first year at school as well as other key members of our school community.

Before your child starts school in September you will be given the opportunity to attend a Ready for Reception and Story Time session at school in addition to a home visit from your child's new teachers.



If your child joins us later in the school year or into Years 1 to 6 we will help by organising opportunities for them to visit us before they start. We will work with you to ensure they have a successful transition to Meadowbrook Primary School.

Resilience



Home/ School Partnership

At Meadowbrook Primary School we believe that home/ school partnership is of paramount importance, and we encourage parents to play an active role in the education of their children. Parents are informed through termly class newsletters of special events and topics that are happening in their child's class. Parents are always welcome to help in school by prior arrangement with the class teacher. When your child enters school you will be asked to sign a Home/ School Agreement which sets out our expectation of parents and our responsibilities in school.

School Uniform Policy

School uniform celebrates our school's identity and is strongly supported and encouraged. Our school uniform at Meadowbrook is practical and establishes a whole school identity.

Our school colour is electric blue which can be worn with grey tunics, skirts and trousers. You can purchase our school uniform items (listed in appendix) directly from our supplier, (contact information in appendix), or alternatively we are happy for you to purchase from other suppliers.

Jewellery

For reasons of health and safety we do not allow any jewellery to be worn in school. Children with pierced ears may wear studs and sleepers only which must be covered during PE lessons and removed during swimming. Decorated or polished finger nails and temporary skin transfers or tattoos are not allowed at school.

Learning Community



PE/ Games Kit

Our PE kit is outlined in the appendix. All children are expected to bring a complete change of clothes for these lessons.

Wet Weather

Outdoor education and experience is as important to children as that conducted inside the classroom. In order for all children to be included fully in these sessions it is expected that they have a wet weather kit in school at all times. These can be kept on their pegs and must return after each holiday. (A full list of kit in appendix).

Lost Property

The school has lost property boxes situated in the school hall. The boxes are cleared at the end of each term. Anything that is left after that will be sent to charity. Please help us by making sure that all your child's clothing and property is named so it can be returned quickly.

Communication

School Meals

Children can stay at school to have either a cooked meal which is produced on site or they can bring a packed lunch from home.

Children may go home for lunch but must be back on school site by 1.15pm. They must be signed out and back into school. Those children who do go home for lunch must report back to a lunchtime supervisor or teacher on return.

Children are expected to use a knife, fork and spoon correctly and are expected to try, though not forced to try a little of all the food provided. No child is forced to eat anything they strongly dislike. If a child does not eat well then parents are informed. The menus are displayed and sent home on a regular basis.

It is important that you please inform us of any specific dietary needs when you register your child at our school. The school kitchen is able to cater for children's dietary needs or to ensure religious custom is observed.

Dinner Monies

The collection of dinner money is a time consuming task and places great demands on administration. Parents can help us greatly by ensuring that they do the following:

- Send in exact dinner money **each Monday** as monies are banked on this day.
- Make cheques payable to South Gloucestershire Catering.
- Send money in an envelope clearly marked with the amount and the child's name and class teacher.

- Any queries should be referred to the administrator for school meals.
- You can pay weekly, monthly, or termly. Cheques are preferable.
- If a planned meal is not taken your money will normally be carried over to the next week.
- At the end of each term any money in credit will be refunded unless you wish it to be carried over to the next term.

School meals can be provided free to families on Income Support, please contact the School Office for further details.

Packed Lunches

Please ensure that your child's packed lunch is in a **NAMED** plastic container. We do not allow sweets at lunchtimes. Children who have a packed lunch are allowed to bring a drink of their choice, either water or juice in a plastic bottle or carton. Fizzy drinks and glass bottles are not permitted.

We are a **nut free school** to protect the children within our school community who suffer Anaphylactic Shock.

Belonging

Milk and Break Time Snacks

Milk is provided free to children under 5 during the morning break. Children not eligible for free milk are allowed to bring a small carton of milk or juice from home, or a bottle containing water or juice. Fizzy drinks are not allowed. Under a current government initiative, all Key Stage One and Foundation Stage children, (Reception to Year 2) are provided with a free piece of fruit daily, so bear this in mind when sending in snacks with your child. Children may bring in a piece of fruit or a fruit bar however, crisps, biscuits and other snacks are not permitted.

Our school kitchen sells fruit, fruit juice and toast at break times.

School Health Service

The School Nurse and School Health Assistant visit Meadowbrook to carry out routine health inspections, vision and hearing tests. Should any problems be found, then parents will be informed and advised to visit their own GP. You will be given notice that the school nurse is seeing your child. The school is also visited by the Education Welfare Officer on a regular basis. The Education Welfare Officer is available for help and advice should you require it and is contactable on 01454 863377.

Our school nurses are based at Patchway Clinic and can be contacted on 0117 9692370 should you have any enquiries or wish to make an appointment with them.

First Aid

Minor accidents are treated in a school in accordance with first aid regulations set by the local authority. A letter is sent home with your children when they have received any first aid detailing the incident and the treatment they have received. In the event of a more serious accident or illness we will inform you as soon as possible and immediate medical attention will be sought as appropriate.

Please make sure that we always have up to date information where you and your family doctor can be contacted. We also need an emergency contact number for if any reason we cannot get hold of you directly.

Honesty

Long Term Medication

If your child is receiving medication for a chronic complaint (e.g. asthma, epilepsy) please come in and make an appointment with Mrs Moore, who is our Health Care Coordinator. She will assist in the preparation of an individual health plan for your child with support from the school nurse.



Illness

If your child is sick during the night we ask that you keep them off school the next day. If they are unwell during the day we will send them home. If there is a pandemic the school will circulate current NHS guidance.

If your child has been off sick and their doctor considers them well enough to come back to school they may do even though on medication. Please fill out a Permission to Administer Medication form at the office and leave medication there with clear instructions for your child's class teacher to administer. If you wish to make arrangements to come in and administer the medication yourself please make these arrangements with your child's class teacher.

Head Lice

Please check your child's head every week for head lice (nits). If you find any please inform the school and treat the whole family. Your Health Visitor or GP will be able to give current guidance with this problem.

Inhalers

If your child uses an inhaler we request that an additional one is kept in school all times. Please ensure that your child is on our medication administration list and that the inhaler and the dosage are clearly marked. We expect parents to update their child's inhaler as and when required.

Responsibility

School Council

The children at Meadowbrook have opportunities to be involved in school affairs through our School Council. We have representatives from Key Stage One and Two. This forum has led significant changes in our school.

Parents Forum

The headteacher and deputy headteacher meet regularly with parents and carers in the Parents Forum. This is an open meeting where all parents/carers are welcome to raise issues as long as they are not only related to their own child. We aim to hold 4 sessions each academic year at various times



Reporting to Parents

At the end of each academic year you will receive a written report on your child's progress in school. This report will contain comments on how your child has performed in all areas of the curriculum and will identify the next steps in their learning. Included in this report will be observations of your child's social and physical development.

Specific reporting at the end of Key Stage 1 and 2 linked to Teacher Assessments and tests will be available to Year 2 and Year 6 parents at the end of the summer term.

Three times a year we also offer the opportunity for a consultation with your child's class teacher to discuss progress made and targets for future achievement.

This meeting is usually an evening appointment although alternative arrangements can be made. In term 3 of each year The Way Forward process will proceed the parents evening and offer you an opportunity to meet with your child and all of their learning and identify the key questions you have for their teachers.

We also provide more informal meeting opportunities should you need to speak to your child's teacher. Appointments can be made for after school discussions any day with 24hours notice. Emergency issues or concerns will be dealt with as soon as possible.

If you are unhappy with the teacher's response an appointment should be made with the teacher through the school office.

Educational Visits

Local

As part of our curriculum we will use the local community to support learning we are leading with the children and will wish to take various groups off the premises during the school day. Legally we need to have a written permission slip signed by the parent/ carer and will therefore request you to fill in a permission slip for these local visits when your child enters school.



Trips

We will be organising trips and outings which will require specific permission from parents/ carers. Each time you will be asked to complete a school trip consent and essential information form. This form is necessary to meet current LA Health and Safety requirements and our own school policies. Children will not be allowed to take part in these valuable experiences if permission is not given in writing and the relevant forms completed. Any difficulties in funding such initiatives can be discussed in confidence with the headteacher. The school does have access to funding and families in receipt to certain benefits are entitled to have barriers to accessing learning opportunities removed.



Camp

In year 6 we are able to offer an end of year camp. This is open to all students in year 6 although there is a cost involved. The accommodation is superb, the food excellent and the fantastic activities are run by fully qualified staff. Everyone has a wonderful time developing and discovering skills, making new friends and creating memories that will last

a lifetime. We offer a payment plan to help spread the cost and our enthusiastic staff help to make sure all goes well.

From 2009 we have introduced a half week camp for Year 4 children which is proving to be very successful.

Information about the Curriculum and School Development



Curriculum Statement

At Meadowbrook Primary School we aim to provide a curriculum which is inspiring, broad and balanced. We believe that successful learning encourages a child's self-esteem to grow and that this is key to our commitment to enabling each child to maximize their potential. Our motto is:

*'Sharing the joy of learning,
achieving the best for all'*

The programme of learning for Reception children is based on the Early Years Foundation Stage Curriculum published by the DCSF. This programme forms the foundation for the National Curriculum Programmes of Study.

Alongside the subject based curriculum we aim to develop 'skill for life'. We encourage children to respect each other and develop a sense of their own worth. We celebrate achievement in the widest sense in school, not just academic

but personal growth and achievement. Our School Preferred Future states that :

Meadowbrook Primary School values and celebrates each child's individuality and promotes high personal achievement through a caring and stimulating learning environment. Partners in the school community work together to promote a happy, successful school.

Assembly (including Collective Worship)

Each day, the school as a whole or in part, comes together for Assembly. Skills of reflection, understanding and empathy are promoted and the children are encouraged to participate in various ways along with visitors from our community.

Right of withdrawal from Religious Education and Collective Worship

Parents have the right to withdraw their child from Religious Education and Collective Worship. In such circumstances, a child is provided with an appropriate, alternative activity and is supervised by an adult. Parents who wish to withdraw their child should notify the Head Teacher in writing.

Sex Education

We believe that Sex Education is a joint responsibility between the school and parents. Sex Education is taught within the broader framework of health and social education. Pupils develop an awareness of their physical and emotional development. They begin to understand the body changes that are and will occur during the transitions within childhood and towards adulthood. They need to be informed of the facts of sexual activity within the context of caring relations and family life. No specific teaching (i.e. video) will be undertaken without parents being informed and given the opportunity to preview material.

PSHE

(Personal, Social, Health Education)

A caring and positive ethos, in which relationships are based on feeling valued and respected, is embedded within the life of our school. By incorporating strategies such as circle time, role play, and class discussions, we aim to enhance pupils self esteem, promote moral values, build a sense of team and develop social skills. The importance of a healthy life style is promoted as we have been holders of the 'Healthy Schools Status' since July 2008.



Equal Opportunities/Race Equality

We have equal opportunities/ race equalities policies for all children and adults. Our aim is to ensure that everyone has the opportunity to develop personally and professionally regardless of disability, ethnic background, gender, religion, sexuality or social background. We aim to meet each individual's specific needs and to ensure everyone has equal access to available resources. We also try to ensure that in matters of curriculum all children have equal opportunity.

Special Educational Needs

At Meadowbrook we have a policy that supports children who have been identified as having Special Educational Needs (SEN). All children are special but sometimes a few need more help to remove barriers to their learning. This support is coordinated by the Inclusion Leader who works closely with the Senior Leadership Team, teachers and teaching assistants.

All children are challenged in order to maximize their full potential and we want what every parents or carer wants; children to be happy, successful, confident and motivated to learn. We believe that our teachers are best placed to identify needs early and this helps us to provide enabling provision where every child accesses the curriculum in a meaningful way.

We also recognize that some children will have behavioural difficulties which we will need to help with. We pride ourselves on the way in which we support and include all children within the mainstream school system while maintaining the high standards we set our school.

Some children will need support from agencies outside of school and this provision is monitored and coordinated using an Individual Education Plan (IEP) and in some cases a Statement. Parents are encouraged to be fully involved in their child's learning through regular planning and review meetings.

All lessons are differentiated allowing individuals the best opportunity to be challenged and maximize their personal academic and social progress. This includes children who require additional challenges to extend their learning. These children will be identified on our Able and Talented register.

Home Learning Policy

We aim through home learning to establish an effective partnership between school and parents involving parents in their child's learning. All children are encouraged to take home reading books and to follow up interest developed in school. The purpose of home learning gradually changes as pupils move through the school. For older pupils home learning also provides an opportunity for independent activities. Home learning may include key words, spelling challenges, numeracy related activities or research based class projects. Weekly home learning activities are sent home in the children's home learning books.

Class teachers write a letter to parents/carers each term outlining what their children will be learning.

Friends of Meadowbrook Association

The Friends of Meadowbrook has been up and running since the school opened in September 2001. We are an enthusiastic group of parents who organize various events to help raise funds and promote the school in the local community. We not only raise funds but are always willing to lend a hand in school when needed and enjoy meeting parents while serving tea's and coffee at various meetings and productions.

The Friends meet on a regular basis to organize events such as; Summer and Christmas Fairs, Discos, Quiz Nights. All of our events are huge successes and supported and enjoyed by all. We encourage the children to be part of our fundraising events.

The money raised has been used to purchase playground equipment, staging, the hall sound system and the Foundation Stage playground and garden equipment.

All parents are automatically a 'Friend' of the school and are most welcome to attend the meetings and events. We always welcome enthusiastic parents who would like to become even more involved and join the 'Friends' Committee.



Appendices

Appendix 1

School Uniform List

Appendix 2

Useful Information

Appendix 1

School Uniform List

- Fleece Jacket
- Electric blue crew neck sweatshirt
- Electric blue sweatshirt cardigans
- Sky blue polo shirts
- Grey trousers and skirts
- Book bag
- Blue and white striped/ checked cotton dresses are available for summer uniform

We also request that you provide sensible black shoes for your child, which she/he is able to manage independently. Fashion shoes and trainers and not suitable for wearing at school

PE Kit

- Sky blue T-shirt
- Navy PE Shorts
- Daps or trainers for outside PE sessions
- PE bag

Wet Weather Gear

- Wet weather coat/ anorak
- Wet weather over trouser, trousers
- Wellington boots

Appendix 2 - Useful Information

The School Office

Your first contact with school is likely to be through our School Administrators, Mrs. Julie Clarke or Mrs. Kathy Langstaff- Roberts. They are available to help you with any queries or concerns you may have. At Meadowbrook we aim to provide a warm welcome and efficient responses so please do not hesitate to approach us.

The school office is staffed between 8.30am and 4.30pm. It would be helpful if parents could make telephone calls and personal enquiries between these times only. There is an answering machine service available and messages are listened to as soon as we are able to.

Data Protection

Our school records are computerised. Your child's personal details are covered by the Data Protection Act and are available for your inspection by appointment.

Liaison

The staff are concerned about each child in our school and liaise regularly to maintain the continuity of children's' learning as they move through the school. This is aided by the assessments and records kept for each child.

At times when our children transfer from or to other schools, documentation is forwarded and transition discussions may take place. Full details about Secondary School transfer will be sent to all parents of children in Year 6 in term 1 of the year they are in Year 6.

Joint working between all the Bradley Stoke schools is maintained through meetings, training events and networks. The headteachers meet to discuss matters of common concern and to formulate policies, which may need common approaches.

Contact with the local community is made in various ways. Visits are made to local places of interest e.g. library, shops, Savages Woods, etc and visitors are invited into school to talk to the children. We attempt to make the children aware of others less fortunate than themselves and from time to time we encourage voluntary fundraising for various charities. Meadowbrook Primary School acts to build bridges between sections of our community and to help it bond into the town we all aspire for it to be.

Parking In and Around School

To maintain a safe environment for our children and visitors to school, vehicle entrance to the school grounds and parking in the school car park is restricted to members of staff and visitors only. Parking is available at the Three Brooks Public House, Willow Brook Centre or Bradley Stoke Leisure Centre. Parents are asked not to park in the Three Brooks Lane to avoid obstruction which presents a danger to pupils entering and leaving school. If you or a child has a disability we have parking passes to enable you access to our car park.

Information/ Letters

Communication between home and school is very important. The parents' notice boards are situated at the front of school by the school office and one the other side of school by the reception classrooms. Notices may also sometimes be placed on classroom doors and pupils entrance doors as appropriate. Regular Newsletters will be sent home. Similar letters will be sent by the 'Friends of Meadowbrook School'. Copies of the most recent letters will be displayed in the entrance hall. Any information concerning the curriculum, our policies or practice is available on request.

Our school website is at <http://meadowbrookprimary.wordpress.com> and it contains copies of newsletters, policies and important notices.

Absences

Contacting the school on the first day of absence is important to maintain effective communication between home and school and to ensure your child is safe. We will contact you if you have not informed us of absence

to ensure your child is safe. Any absence not notified by telephone or letter or without explanation will be treated as unauthorised and the school is required to inform the Education Welfare Officer. After three consecutive days of unexplained absence you will receive a letter from the office requesting an explanation. South Gloucestershire Council Education Authority have now introduced fixed penalty fines to deter unauthorised absence to the value of £50.

Should your child need to leave school during the school day for any reason (e.g. dental appointment) please let us know your arrangements in advance. A signing out book is kept in the school office.

Late Arrivals/ Collections

The Department for Children Schools and Families requires schools to record children who are late arrivals and if this becomes a regular pattern, our Education Welfare Office contacts the parents of such children. If you know your child is going to be late please telephone the office as soon as possible as this could prevent a late mark in the register. All children arriving late or leaving before the end of the school day for health and safety reasons will need to be signed in or out at the school office.

Registration will take place promptly at 8.45am and we expect children to enter school with their class teachers at 8.45am. Registration time activities help the children settle and focus on the day ahead. Any child arriving after the registration period will be marked as late and the accompanying parents asked to sign the late book in the school office. Where a child is persistently arriving at school

late and no reasonable explanation is given, the member of staff, who has management responsibility for attendance will contact you to discuss the matter.

Any child collected after 3.30pm will have to be collected from the school office and parents must sign a book which records the time that the child is collected. Any child still on the premises after 4.00pm without prior arrangement with the headteacher or emergency notification, will be considered legally abandoned and school will contact our Education Welfare Officer and the local police station.

Security Arrangements

At Meadowbrook we are very security conscious towards our children and our environment. Doors open at 8.45am and are closed at 8.50am. At all other times access will only be gained via the main door using the intercom system. At the end of the school day children will be brought to you. All teaching staff, non teaching staff, volunteers and parents who help in school on a regular basis are police checked.

Complaints Procedure

We always aim to resolve concerns through informal discussion with the headteacher. However, parents and carers have the right to complain if they consider the school is failing to meet legal requirements or to follow stated policies and procedures.

- Our policy sets a clear procedure for dealing with complaints and is set out below.
- We expect all our pupils, staff and parents/ carers to listen carefully and respectfully to each other.
- Minor complaints should be dealt with by the class teacher. An appointment can be made by speaking to the teacher or by contacting the school office. If you are not satisfied with the outcome of your meeting, please contact the headteacher.
- All serious complaints must be explained to the headteacher so they can be investigated. The headteacher will always seek to meet with concerned parents/ carers in order to resolve any problems.
- Any parent/ carer who is not satisfied with the headteacher's involvement can then write to the Chair of Governors. The letter must be sent through the school office and should be marked Private and Confidential. The Chair of Governors will then set up a panel of Governors to hear the complaint.
- If the complaint is still not satisfied an appeal can be made to the Local Authority (LA) who will investigate how the complaint has been dealt with and if they believe it to be unsatisfactory will direct the Governors to hear the complaint again with a different set of Governors. The LA are not able to override the Governors decision.

Personal Property

The school accepts no liability for personal property brought onto the school premises. Children should not bring valuable toys or games into school unless they are asked to by their class teacher.

Personal Accident Benefits

South Gloucestershire Council is not responsible for, and does not provide, Personal Accident Benefits for pupils. If you require provision of such benefits you should make your own arrangements with your own Insurer or Broker.

No Smoking Policy

The school has a No Smoking Policy which also applies to all South Gloucestershire buildings. This restriction also applies to our outside areas for the health and safety of everyone in our school.

Charges and Remissions Policy

School visits and activities are organised to support classroom work and we ask parents for voluntary contributions to cover the cost of these activities. If there is insufficient financial support from parents, activities or visits may be cancelled. Parents are encouraged to discuss any problems related to such payments with the headteacher in complete confidence. A copy of our Charging and Remissions Policy can be seen in school.

You will be charged for the repair or replacement of property, equipment, windows, books etc if damaged by your child through misbehaviour.

Safeguarding and Child Protection

All school staff are aware of their responsibilities with regard to safeguarding children. School staff are required to report, in line with South Gloucestershire procedures, any situation where a child is suspected to be at risk. A member of staff could be deemed to have acted improperly if a child suspected to be at risk is not reported to the Designated Adult in the school. The headteacher is the Designated Adult for Child Protection.

All staff, both teaching and non-teaching, have a responsibility to safeguard our children. Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South Gloucestershire Area Safeguarding procedures.

Parents may seek advice and guidance from the Education Welfare Officer for the school or contact the Social Services Department directly.