

## Our School

St Bartholomew's is a co-educational Church of England Aided Primary School. The Church maintains an active interest in the school and is represented by a majority on the governing body. Our mission is to provide a safe, happy and caring learning environment where all children can contribute and achieve beyond their aspirations through the support of a strong Christian ethos.

### Grounds

We are blessed to be situated in one of the loveliest parts of Surrey with extensive and well-kept grounds. We have a large field used for games and playtime when the weather is dry. We have two large playgrounds, one for our younger children and one for our older children, both of which include benches and tables and shade sails as well as interesting and stimulating playground markings and equipment. We also have a prayer garden, kitchen garden, wildlife area, large bicycle shelter and adventure play area. Younger children in the Early Years and Key Stage 1 classes also benefit from secure outdoor learning areas, most of which are undercover which allows for all-year round outdoor learning.

### Accommodation

We have fourteen well-equipped and spacious classrooms split across two distinct areas of the school. There are six classrooms in the Lower School (Early Years and Key Stage 1) and eight in the Upper School (Key Stage 2). All classrooms are installed with Interactive Whiteboards, computers and reading corners to aid learning and many have role play areas to promote the development of high quality language. In addition, we have a number of small group teaching areas, a vibrant school library, and four portable trolleys holding 20 wirelessly connected laptops each and 12 iPads and 12 iPad touches. We have a large school hall which is used for collective worship, assemblies and school lunch and is fitted with a wide variety of gymnastics apparatus.

### The Curriculum

We provide an inspirational creative curriculum which is enhanced by our three curriculum drivers: Resilience, Environment and Diversity. Reception children follow the Early Years Foundation Stage programme. This underpins all future learning by supporting, fostering and promoting children's development. The curriculum is organised into seven areas of learning:

- Personal, social and emotional development
- Communication and language
- Literacy
- Mathematics
- Understanding the world
- Physical development
- Expressive arts & design

All children between the ages of 5 and 11 study the National Curriculum. Years 1 and 2 follow the Key Stage 1 Programmes of Study and Years 3, 4, 5 and 6 follow the Key Stage 2 Programmes of Study. The following subjects are taught:

- English
- Mathematics
- Religious Education
- Science
- Computing
- Humanities (History and Geography)
- Art and Design
- Design and Technology
- Music
- Physical Education
- Personal, Social, Health, Economic and Citizenship Education

Key English and Maths skills are mainly taught in dedicated lessons, but may also be part of exciting topic-based learning. There are also additional phonics, handwriting and guided reading sessions throughout the week. A fully integrated topic approach, where strong links between subjects are made make the work enjoyable and inspiring. Spiritual, social, moral and cultural development forms an important part of our school's ethos and therefore personal, social, health, economic and citizenship education is a core part of our teaching. We aim to develop children's knowledge, skills and understanding to participate effectively and responsibly in and beyond their classroom, school, neighbourhood, community and in the wider world.

Sex Education and the needs of the individual child are addressed progressively during their primary years. During their final years children will receive more formal Sex Education lessons. Parents are informed when this will take place and may withdraw their child from all or part of the Sex Education provided, except that which is required as part of National Curriculum Science.

We encourage healthy living through providing Key Stage 1 children with fruit every day and offering Key Stage 2 children fruit occasionally. Milk is also available every day to all children (at a small additional charge). We also encourage children to have a mid-morning snack. We welcome fruit and vegetables, but we ask you not to send your child with sweets, chocolate, fruit bars, crisps or gum. Children are reminded to drink water throughout the day and we would ask you to provide your child with their own water bottle. We strongly promote walking to school which develops habits in young children but also significantly reduces our school's carbon footprint.

On a weekly basis, all children in our school are taught French by our specialist language teacher and the initial emphasis is on conversation and gaining enjoyment from using the language through songs and games. In Year 4, children are taught to speak and write Mandarin. Children are also provided with expert sports training on a weekly basis by our sports coach. Sports including tennis, rugby, hockey, football, netball and athletics are taught throughout the school. Additional gymnastics and dance sessions are led by class teachers, as well as regular 'activate' sessions to provide breaks between learning.

Our curriculum is enhanced through visits to places of worship, museums, theatres and other places of interest. Visitors to school and activity weeks are also a significant part of our curriculum. Pupils in Year 4 undertake a short residential at Chichester CYE sailing centre and pupils in Year 6 take part in a week-long outward bound activity week. In addition, we are part of the Haslemere TEAM Confederation of local schools and work closely with all the schools to provide a range of exciting events across Haslemere. All educational visits and activities are planned in accordance with the Local Authority guidelines and are designed to support and extend the children's learning. Information about school events and visits is circulated to parents through our fortnightly newsletters which are emailed home.

### **Religious Education and Collective Worship**

As a Church of England school, Religious Education and Collective Worship are an integral part of the curriculum and school life. Children receive religious teaching based upon the Diocesan Guidelines for Religious Education, which contain some specific doctrinal teaching. The children are encouraged to value themselves and grow in self-confidence, to behave as responsible individuals and to show care and understanding towards others. Collective Worship is conducted each day by members of the school staff, the rector, our church youth minister, visitors and the children themselves. They include opportunities for children to take part in worship through singing, prayers, reading, drama and other creative activities. Parents are very welcome to join us on some of these occasions and also on our regular visits to the parish church of St Bartholomew's.

The 1988 Education Reform Act gives each parent the right to withdraw their child from Religious Education or Collective Worship if they feel the approaches differ from their own faith. In practice, parents see the value of Religious Education and Collective Worship as part of their child's complete education.

### **The School Day**

To enable us to deliver a broad, balanced and rich curriculum the school day is organised as follows:

		Entry	Lessons Start	Morning Break	Lunch Break	Finish
Lower School	EYFS - 8.45am from gate	8.45am	8.55am	10.45-11.00am	11.45-1.15pm	3.00pm
	Key Stage 1 (Infant) Department	From 8.30am By 8.45am	8.55am	10.45-11.00am	12.00-1.15pm	3.15pm
Upper School	Key Stage 2 (Junior) Department	From 8.30am By 8.45am	8.55am	11.00-11.15am	12.15-1.15pm	3.15pm

Children who arrive before 8.30am and 8.45am are supervised on the playground and collected promptly by their teachers at 8.45am. All children are registered in the morning and afternoon. Please make sure your child arrives at school on time otherwise a late mark will be recorded. It is very important that good habits are formed early. Being punctual is very important and helps the day get off to a good start. At the end of the day all Lower School children are brought to the gate nearest to the main entrance by their class teacher and dismissed to their parents. Upper School children are also brought to the gate by their class teacher. If they are not walking home by themselves and have not been collected by 3.30pm they wait at the school office.

### **Before-school care**

St Bartholomew's Breakfast club (Bart's Breakfast) is open Monday to Friday from 7.45am to all children who have booked. They enjoy a healthy breakfast of various cereals, toast, juice, smoothies and fresh fruit, with hot food served during the winter in a homely relaxed atmosphere, followed by a wide variety of activities before being taken to their classes at 8.45am. The cost is £3.50 per day and information is available from the school office.

### **After-school care**

For those parents requiring childcare provision, we offer an OfSTED-registered after-school facility every day until 6pm. Pupils are offered a small healthy snack and play a range of games and activities. In addition, our teaching staff and professional coaches offer many rich and varied clubs, including: chess, philosophy, gardening, ICT, art, drama, cookery, football and netball. These generally run until 4.15pm.

### **The School Council**

The school has an elected School Council, consisting of at least one child from each class. The Council represents the children and puts forward new ideas, suggestions and ways of solving problems. The leadership team and all members of staff value their contribution to school life. Over the last couple of years, the council have been involved in organising fund raising events and a fantastic quiz which selected children took part in, representing their houses. The School Council also represents the school at Confederation School Council meetings discussing issues relevant to schools in our locality.

### **Houses**

The children are placed in four houses: Canterbury, Durham, Winchester and York on admission to the school. House points can be obtained for excellent attainment and achievement. The House Cup is awarded annually. The Houses also compete in athletics and other sports.

### **Equal Opportunities**

We promote equal opportunities in all aspects of school life. No child, parent or staff should suffer discrimination on the grounds of gender, race, colour, national/ethnic origin or disability.

## **Behaviour**

Children are encouraged to value themselves, grow in self-confidence and behave as responsible individuals. We endeavour to create an atmosphere of care and understanding for the needs and rights of others. In and around school, we follow an agreed behaviour code which is linked to our core values (BARTS) with all children and staff being involved in the creation of class and school rules. St Bartholomew's also operates a 'Golden Time' system where all children are rewarded with 'fun' time at the end of the week. This time is granted to children who have followed our agreed behaviour code. We use methods of positive yet assertive discipline and parents are consulted if concern is expressed at the attitude or behaviour of any child.

## **Golden Rules**

- We follow five golden rules to help us remember our core values.
- Be kind, gentle and courteous
- Respect people and property
- Walk quietly and speak calmly
- Listen to adults and follow their instructions
- Be a smart BART

## **Children with Special Educational Needs**

We know that every child has different strengths and weaknesses and that self-esteem can be greatly enhanced if these are recognised and encouraged. Children are treated as individuals with particular needs being met at different stages of their development. When there are specific learning difficulties we follow a code of practice which involves home and school working closely together. Children with Special Educational Needs are helped within the normal classroom environment or by being provided with individual or group support, with the teacher, our Inclusion Manager or a teaching assistant. Advice and support are provided from Learning Support Centres, advisory teachers and other agencies where appropriate.

The Policy for Special Needs is available to look at if you would like more information. Our Inclusion Manager is also happy to speak to you about general issues related to special needs or specific children's needs.

## **More Able Children and Gifted Children**

It is important to understand what we mean by more able and gifted children. More able children can be defined as children who demonstrate a significantly higher level of ability than most children of the same age in one or more of the curriculum areas or in any of the following:

- General intellectual ability or aptitude
- Creative thinking
- Leadership qualities/social skills
- Artistic abilities
- Physical ability

More able and gifted children are identified through teacher assessment and judgements based on a variety of assessments. At all times the needs of the children, whatever their ability, are catered for through careful differentiation and tasks.

### **Accessibility**

At St Bartholomew's we are committed to providing a fully accessible environment which values and includes all children, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

Although we are confident about meeting the needs of all children here, we still plan to increase accessibility provision for all children, staff, parents and visitors to our school through our accessibility plan, which is available to look at if you would like more information.

We already have easy access to all rooms, wide corridors, disabled toilet facilities and ramped access to most areas of the building.

The Local Authority has made a commitment that, wherever possible, children with physical disabilities will be educated in their local primary school. If shown to be necessary, and is practicable to do, then minor adaptations to the building will be considered by the school and the Local Authority to enable a child to attend their local school.

In order that children with disabilities are not disadvantaged, the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.

### **Child Protection Procedures**

All schools are legally required to follow the procedures of the Education Child Protection for Young People. All persons employed by St Bartholomew's and all volunteers who are in contact with children are vetted thoroughly and where relevant have clearance certificates from the Disclosure and Barring Service. Visitors to the school are requested to respect our security system, sign the visitors' book and wear a security badge.

The authority requires Headteacher's to report any obvious or suspected cases of child abuse which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk. The Child Protection Policy is available in school for anyone to read. The designated Safeguarding leaders in school are Mr Charles Beckerson, Mr Simon Avenell, Mrs Helen Booker, Miss Karen Eames and Miss Lynne Jenner.

### **Partnerships with parents**

From the time of their admission, we endeavour to keep a full record of the achievements, interests and progress of every child. Targets are set for all children and parents receive an annual written report. Regular opportunities are made available for contact between home and school, including formal meetings between teachers and parents in each term and learning review day sessions when children are given the opportunity to share their learning with their parents. We are also available to meet parents on most days to discuss any immediate concerns.

Throughout St Bartholomew's homework is set to support the child's learning in school, to encourage parents involvement with their child's learning and to provide children with the opportunity to organise their work routines independently at home. All children are expected to attempt and complete the homework set for them although it should not cause anxiety. Children and/or parents are encouraged to discuss any difficulties with their class teacher.

All children are expected to read either with a parent or on their own throughout the week. This is central to the "shared reading" scheme operating in school and has a significantly positive impact on all areas of children's learning. The Headteacher's newsletter is issued every other Friday and is a further important means of communication providing details of events and activities happening in school and the local community. Our website ([www.stbartholomews.surrey.sch.uk](http://www.stbartholomews.surrey.sch.uk)) is also kept up to date.

### **Role of Parents/Carers**

We have long been aware of the valuable contribution parents make to the life of the school and we welcome any support parents can give to the school. Many parents or grandparents regularly help in school.

### **Fundraising**

We encourage parents from each class to put themselves forward as POBs (Parents of Bart's) members. Their role is to represent their child's class at the POB's meetings and to help to organise other parents in the class to contribute to school fundraising events, such as Christmas and Summer Fairs, Event Nights and Bake Sales. We welcome as many parents as would like to join.

### **School Uniform**

We expect all children to wear our school uniform and ask for your full co-operation. A uniform list is available from the school office. Book bags and coats are available to purchase directly from the school office and the rest of our uniform is available from our local supplier, 'Clova' in Weyhill. It is essential that all items of clothing, including shoes and socks, are clearly marked. All lost items that are not named are given to charity. Lost and found property is kept in the school office and children are encouraged to examine the contents of this box if any items of clothing are mislaid.

### **Lunches**

Hot meals cooked in our kitchen are served in the school hall. A traditional menu is offered, with a vegetarian alternative every day. Special diets can be catered for if required. We use a cafeteria system which provides a considerable choice of menu, including an extensive salad bar, and proves very popular. Currently 'Universal Free School Meals' are available for all pupils in EYFS and KS1. 'Free School Meals' are also available to those children in KS2 whose eligibility meets certain criteria. Forms and details are available at the school office. A minority of children prefer to bring packed lunches, which are eaten in the hall at lunchtimes.

## **Charging and Voluntary Contributions**

The school may invite parents to make a voluntary contribution towards the cost of the varied additional activities organised for children to enrich their learning. Parents are under no obligation to make a voluntary contribution and children will not be treated differently if no contribution is made. Parents should be aware that if a sufficient sum of money is not received by a certain date, then the activity may not take place. Some activities, such as Individual Music Tuition, do incur a charge. Please ensure that all monies sent to school are in a secure envelope marked with your child's name, amount and the purpose of the money. The school will assist with funding in cases of genuine hardship. Parents are requested to contact the Headteacher in confidence.

## **Absences**

When children are absent from school for illness an explanatory telephone call on the first day of absence to the office must be made and a note on the first day of return enables the register to be completed accurately. It is now a regulation that all reasons for absence must be noted in the register.

If it is necessary for a child to attend a doctor, dentist or hospital for treatment during the day, a letter should also be sent. We would strongly encourage parents to make such appointments outside of school hours where possible.

Permission for any other absence during term time is at the discretion of the Headteacher and is only given in exceptional circumstances. We expect that most families will go away during school holidays so that children do not miss key learning points.

During the academic year 2015/2016, there were overall absences which amounted to 3.2%.

## **Medication, First Aid and Illness during the school day**

Simple first aid is given at school when necessary. Whenever a child becomes ill and is unfit to remain in school parents will be informed by telephone. All parents are asked to inform the school of any change in their circumstances (address and home, work and mobile telephone numbers) so that they may be contacted promptly in the event of an emergency. Parents are required to sign their child out of school when collecting them during the school day.

Sometimes it is necessary for children to have medication within school. All medications must be handed into the school office, with the child's name and dose clearly marked. We shall endeavour to give the medicine at the correct time.

## **Jewellery and valuables**

Please note that the school cannot be held responsible for any items lost or damaged on the school premises. Please check your own house insurance accordingly. Children are not permitted to bring items of value to school. Any money brought to school must be handed to a class teacher or to the office staff for safe keeping.

With the exception of a small and simple analogue watch, children should **not** wear any jewellery, including earrings to school. In the interests of safety, any children wearing jewellery will be asked to remove it.

## **Smoking**

Smoking is not allowed in any part of the school building or grounds.

## **Travel to School**

At St Bartholomew's we actively encourage children to walk, cycle or scoot to school or parents to car-share as much as possible. We have a large cycle shelter for the storage of scooters and cycles. There are buses which operate to service the school and surrounding villages. Certain categories of children are entitled to free transport on these services and details are available from the Contact Centre on 03456 009 009, they will also deal with any other home to school transport queries. For safety reasons we ask that:

- Cycles and scooters are not ridden through school property (this includes the car park and pathways).
- Children and parents should not walk through the car park, but keep to pavements and pedestrian areas to the left hand-side of the building.
- Motorists should respect the road markings and safety cones and park considerately.

Reserved spaces for staff are identified within the school grounds and parents are not permitted to park in the staff car park. A reserved space for disabled users is also marked. The very limited space in front of the school can lead to congestion at the beginning and end of the day so please accept that it is not always possible to park close to the school entrance.

Improvements to traffic around school, including safety and security, are constantly under review and any changes will be circulated through newsletters. For School Travel Plan and associated links please see school website.

## **Moving on to secondary school**

Many of our children choose to go to the local secondary schools of Woolmer Hill and Bohunt. We have forged excellent links through a planned programme designed to prepare our children for secondary education at these schools. A number of children are also accepted to private schools such as The Royal School, King Edwards School, Guildford High School, Royal Grammar School and Churcher's College, Petersfield.

## **If your child has a problem at home or school**

From time to time, in children's lives, events may take place that are upsetting for them. If you are able to share information about your child's personal life with us, it can be extremely useful in helping us to offer understanding and support. This will always be dealt with in the strictest confidence.

If you think your child is experiencing any kind of difficulty at school, or if you have any concerns about aspects of school life, then you should talk to your child's teacher, a member of the leadership team or the Headteacher. If you would prefer, class representatives (see above) are also more than happy to discuss sensitive issues with you and liaise with the school on your behalf.

We also have a Home/School Link worker based at the school to provide support and guidance to children and their families when necessary.

## **Formal Complaints**

It is usually possible for queries and problems regarding all aspects of school life to be dealt with effectively by good home/school communication, and if necessary, discussions with relevant staff and then Heads of the Upper or Lower School, or Headteacher. In the unlikely event of it not being possible to resolve a problem in this way, a formal complaint procedure is followed. A copy of the complaints procedure is available on the school website, or from the school office as a hard copy.

In conclusion, we all look forward to helping your child prepare, in every way possible, for their future challenges and opportunities.