



**Baldwins Gate CE Primary School**

# **Information for Parents**

**September 2021**  
(updated January 2022)

Baldwins Gate CE Primary School  
Tollgate Avenue  
Baldwins Gate  
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Please note that as a result of COVID-19 some of the information provided in this document may not be correct/up to date. We have endeavoured to provide current information but guidance may change once this document has been issued to parents. Please contact the school office for clarification.



# WELCOME

We warmly welcome you to Baldwins Gate Primary School and hope this document is both informative and helpful.

As a Church school our Christian ethos is very important to us all. We seek to achieve high academic standards within a happy, caring and stimulating Christian environment in which children enjoy learning and are encouraged to do their best. We are committed to the idea of working in partnership with parents and we will strive for close co-operation in order to achieve the best for your child. We are very proud of our school and the high standards of behaviour and learning which our children achieve. This is due to a caring and conscientious staff with high expectations.

We hope that the years that your child spends at Baldwins Gate will be happy, fulfilling and memorable for them and us.

I look forward to a very happy and successful relationship with you over the coming years.

Mrs L Lowndes  
Headteacher





## Our values:

**School Value:** Individuality

**Christian Value:** Faith

British Value: Individual Liberty

**“Everything is possible for one who believes”, Gospel of Mark**

We should never give up. Faith is the key, in God and in ourselves. Have faith and belief in yourself.

**School Value:** Diversity

**Christian Value:** Compassion

British Value: Tolerance

**“Live in harmony with one another. Do not be proud, befriend those that are gentle and different to us”, The Letter from Romans**

In school we should support one another in times of sadness and celebrate in times of joy. We should show compassion, respect and support others.

**School Value:** Community (Koinonia)

**Christian Values:** Community, Fellowship & Friendship

British Values: Individual Liberty, Mutual Respect, Tolerance

**“A friend loves at all times”, The Book of Proverbs**

Our school community should be built on friendship. As a school we are a family, we should support everyone throughout our school community.

**School Value:** Respect

**Christian Value:** Love (Agape)

British Values: Mutual Respect

**The Golden Rule, “Treat others as you would want to be treated”, Gospel of Luke**

We should treat each other with respect and fairness. This includes all members of our school community. Respect others and treat them as you would want someone to treat you.

**School Value:** Responsibility

**Christian Value:** Forgiveness

British Value: Mutual Respect

**“Be kind to each other, tenderhearted, forgive one another, just as God through Jesus, has forgiven you”, The Letter to the Ephesians**

Forgiveness is key. Yes there are times when we hurt each other but we should try to end the day in forgiveness and reconciliation. We should reflect on our actions and choices.

**School Value:** Tolerance

**Christian Value:** Humility & Peace

British Values: Tolerance & Mutual Respect

**“Be always humble, gentle, and patient. Show your love by being tolerant with one another”, The Letter to the Ephesians**

Be humble and realise that we are not superior to others. We are all equal in the eyes of God. We should not be rude or arrogant towards others irrespective of who they are. Reflect on showing humility and not arrogance.

**School Value:** Truthfulness

**Christian Value:** Integrity & Honesty

British Values: Rule of Law

**Little children, let us not love in our words or the things we say but in our truthful actions with one another”, The Letter from 1 John**

Being honest and truthful with each other is important. We can only build meaningful relationships if we are honest. Honesty and truthfulness are lifelong values for us all.

## **Our values ensure that:**

### **For our pupils we will:**

- Treat you as individuals, fairly and respectfully.
- Celebrate your individuality and achievements.
- Ensure your learning will encourage truthfulness, responsibility, integrity and respect.
- Encourage you to develop a sense of your own self-worth and the worth of others.
- Ensure that your learning meets your needs.
- Encourage you to learn how to learn.
- Develop and nurture your talent and potential
- Keep you safe.

### **As a pupil you will be:**

- Listened to and respected.
- Treated equally and fairly.
- Safe and not hurt by words or actions.
- Nurtured both as an individual and a learner.
- Celebrated as a learner and an individual.

### **As a pupil at our school we would like you to:**

- Try your best and be the best you can be, both as an individual and as a learner.
- Respect everyone in your school community with your words and actions.
- Treat people as equals with respect and fairness.
- Consider the feelings of others both in our community and the wider world.
- Accept responsibility and make good choices

### **As parents within our school our values will ensure that:**

- Your child will be nurtured in a school reflecting Christian values. We ask that you will be supportive of that ethos and those values.
- You will be treated fairly and respectfully. Likewise, you will treat all school members with respect.
- We will work in partnership with you and our community.
- We will be supportive of you as parents and ask that you are supportive of our wider aims and aspirations for your child.

### **As governors we will:**

- Uphold the special, unique, Christian ethos and values held by the school.
- Show respect to everyone within our school community, celebrating the uniqueness that everyone brings.
- Promote positive relationships and partnership within our immediate and wider community.
- Listen to the thoughts and views of parents, staff and especially, our pupils.
- Actively seek information to enable us to develop and improve.
- Support the school in the making of its important strategic decisions.
- Serve the school with integrity, honesty and compassion at all times, reflecting the values held by the school.

## **The school day**

We have had to adapt many of our usual protocols and systems in school in our efforts to keep everyone as safe as possible during the Covid-19 pandemic. In line with Government guidance we are operating staggered start and finish times.

Information for parents on the protocols in place is attached as a separate document.

## **Collecting at the end of the day**

For your child's safety, please let us know if they are going home with someone who doesn't usually collect them – even if this is another Baldwins Gate parent.

## **Getting to school**

We would encourage all children to walk to school – there are lots of benefits: it's healthier than travelling by car, it improves the safety of pedestrians and road users and it respects nearby residents and parking regulations.

We appreciate that our catchment area is large and that travelling by car is often the only option. If you need to travel by car, please drive with care and park wisely and considerately.

Parents who bring children to and from school by car are asked not to park on the school roundabout or adjacent areas and not to drive into the school grounds. Parents are asked to park carefully and with consideration for our neighbours.

Children should not access school through the car-park but use the footpath that runs around school, by the library, onto the playground.

## **Attendance**

We are sure that your child will enjoy coming to school. If, however, they are ill or have medical appointments, please contact the school office by telephone or email on the day of absence. Parents are able to leave a message regarding an absence on an automated telephone message service. Please state the nature of the illness for our attendance records – do not say 'unwell or sick'.

It has been proved that regular attendance does impact upon the security, happiness and progress of children; please try to ensure regular attendance. Where possible, we appreciate knowing in advance if your child has an appointment during school time so that we can make sure he/she is ready for you to collect. It is also helpful for school to know lunch arrangements for your child if leaving early/coming in late.



## **Lateness**

Please ensure that your child arrives at school on time. Punctuality is an important part of our day. Of course we understand that there are occasionally reasons why children may be late to school but lateness or change of routine can be distressing and we want your child to come into school happily. Persistent lateness will result in further action.

If your child is late (arriving after 9.00 am) you must accompany them to the school office and sign the late book. PLEASE DO NOT DROP CHILDREN OFF AND ALLOW THEM COME IN ON THEIR OWN.

If, for any reason, you will be late collecting your child please telephone the school office to advise what alternative arrangements you have made.

## **Holidays during term time**

Children are not allowed to take holidays in school time. If they do, it is marked as unauthorised absence and parents may incur a fine. If you need to take your child out of school during term time because of an emergency or exceptional circumstance please contact the school office for the relevant form.

## **School Meals and Morning Break**

School Dinners are cooked fresh on the premises each day. We operate a choice menu a sample of which is enclosed in your pack. Prayers are said before lunch.



School meals are currently pre-ordered in the morning. Children are remaining in their class bubbles throughout the day and are therefore eating their lunch in the classroom. Meals are collected by staff from the kitchen. Mealtimes and playtimes are staggered. The system has worked well and will continue in September.

Should the staff note that a child in their opinion is not eating or has a particular problem, they will inform the class teacher. If your child has a dietary need please let us know in writing immediately. Mrs Dale will always endeavour to meet special needs.

**The cost of a school meal is currently £2.30 per day.** School dinners must be paid for in advance/on a Monday morning using ParentPay. You will receive login information from the school office to enable you to process payments online.

## **Nursery Lunches**

Nursery children accessing our extended provision and staying for lunch may have a school lunch at a cost of £1.30 per day.

## **Universal Free School Meal Initiative for Reception and Class 2 Pupils**

All pupils in Key Stage 1 (Reception and Class 2) are entitled to a free school lunch under the government's Universal Free School Meal Initiative.

## **Morning Break**

If your child would like a snack at morning break time, please send a healthy option (NO NUTS).

## **Healthy eating**

Recommendations for packed lunches and snacks at morning break can be found at the end of this information pack. Sources of drinking water are accessible for all classes.



## **School Uniform**

All pupils are required to attend school appropriately dressed and for the assistance of parents we have adopted a school uniform colour scheme.



Our school uniform consists of:

- Navy sweatshirt or cardigan (embroidered with school logo)
- Red polo shirt (embroidered with school logo)
- Grey skirt or trousers
- Blue gingham dress (summer wear)
- Navy book bag
- Wellingtons and a waterproof coat (Nursery and Reception pupils)

For PE children will need:

- White T-shirt (embroidered with school logo)
- Navy Shorts
- Pumps
- Drawstring bag

Please ensure that all items, including wellingtons and pumps, are clearly marked with your child's name.

Our school uniform supplier is:

**Smart School Uniform**  
**Harvey House**  
**Hassell St**  
**Newcastle ST5 1AR**

**Telephone: 0800 068 1782**

## **Jewellery**

For safety reasons children should not wear jewellery in school. Children with pierced ears should remove earrings before physical activities. A document providing full guidance for parents is available from the school office and the school website.

## **Personal property**

Items from home should not be brought to school, unless specifically requested by a teacher for use in a lesson. Children should not bring mobile phones or any electronic devices to school. We cannot accept responsibility for the loss of personal items.

## **Nursery wraparound**

Baldwins Gate Primary School provides nursery wraparound within the Early Years Unit. All nursery aged children are entitled to 15 hours free nursery care. For parents who require additional care, this is available through our governor led extended school provision which operates in the Early Years Unit. Further information on this provision will be forwarded to parents. Information regarding the Early Education Funding scheme whereby parents may be entitled to an additional 15 hours of early education for 3 and 4 year olds will be provided to parents by the school office.

## **BUZZ – breakfast and after school club**

The school offers a Breakfast and After School Club each day. There is a charge for this service and please contact the school office for information. Parents will need to register their child to access this service.



## **Payments**

All payments (trips, dinner money, break, breakfast and after school club) should be made using ParentPay, the school's online payment system. Full information will be provided to parents who are new to the school.

## **Consent and permission form**

When your child joins Baldwins Gate Primary School you will be asked to complete a Consent and Permission Form covering photographic consent, activities such as food tasting, plasters and the adventure playground. This form will cover your child throughout their time at Baldwins Gate. Please contact the school office should you need to update or amend any of the information held on your child's form.

## **Data collection sheet**

A Data Collection Sheet should be completed to ensure the school holds up to date contact details and other essential information. Should there be any changes to the information held, please be sure to let the school office know as soon as possible in order that your child's data can be corrected. A copy of your child's Data Collection Sheet will be sent home on an annual basis to enable parents to check that the information will hold is correct.

## Home school communication

Every week we produce a Newsletter for parents giving updates and details of forthcoming events. Our Newsletter is sent via email but can be downloaded from the school website. If you require a paper copy of the Newsletter, please contact the school office.



Other letters may be sent home during the week – **please check school bags each evening**. If you need any help accessing information on the school newsletter, please contact the school office.

## Website and Facebook

Keep up to date with our latest news and events by

- Visiting our website: [HTTPS://BALDWINGATEPRIMARY.WEEBLY.COM/](https://BALDWINGATEPRIMARY.WEEBLY.COM/)
- Following us on Facebook: <https://www.facebook.com/BaldwinsGatePrimarySchool>

## School Gateway App (text messaging service)

We use a communication system called School Gateway to communicate with parents by text message/email. Information on registering and downloading the app will be provided to parents.

## Term dates

This information is always available on the school website.

## Mobile phones within school and grounds

Parents are requested to not use mobile phones on the school premises (including our school grounds) in the interests of the safety of our children.

## Smoking

Smoking is not allowed anywhere on the school premises (including the school grounds).

## Medical

If your child is fit to be in school but needs medication please try and space medication out so that it can be administered in the morning, straight after school and at bed time. If this is not possible we will administer medicine if it has been **prescribed by your GP** but parents have to fill in a medicine administration form from the school office. This ensures administration of the correct dosage at the allocated time. If your child needs regular medication or an inhaler we will complete a care plan ensuring that we can accommodate their medical needs.

**Children should be kept away from school for 48 hours from the last episode of diarrhoea or vomiting.** Please contact the school office for further guidance on infection control in school.

If your child is unwell during the school day, we will not hesitate to contact you. The school will also endeavour to keep you informed of any bumps, bruises or scrapes sustained during the day and an accident slip will be sent home.

## **Parents' Evenings**

Parents' Evenings are held each term providing an opportunity for parents to speak to staff about their child's progress. However, you are most welcome to make an appointment to speak to staff at any other time if necessary.

## **Reports to parents**

A written report on your child's progress over the year is given during the summer term and may be discussed at that term's parents' evening appointment.

## **Parental workshops**

We would normally, throughout the year, hold a variety of workshops which aim to involve the parents in their child's learning. These also give parents ideas on ways that they can help at home. We would hope to reinstate the workshops when safe to do so.

## **Parental questionnaire**

A questionnaire is sent home each year for parents to complete. The results are analysed and published on the school website.

## **Awards and achievements**

Good work and behaviour are positively encouraged by praise and the awarding of team points. Merit Certificates are also given to individual pupils for achievements which staff feel are particularly worthy of being acknowledged. We celebrate children's achievements during an assembly on Friday afternoon and are always keen to hear of any out of school activities in which children have been successful. Awards are also given for making healthy choices and good behaviour at lunchtimes.

## **Learning experiences**

Throughout the school year visits are arranged to give the children first hand experiences and opportunities. The school invites parents to contribute to the cost of such trips. Our junior children have the opportunity to participate in outdoor education residential visits (there is a charge for residential visits).

## **After-school clubs**

The school offers a number of after-school activities but these tend to start from Year 1. Information is sent home at the start of each term. We have not been able to run after school clubs due to the pandemic but we will provide information for parents once we are able to do so again.

## Parent volunteers

Teaching staff always accompany children on trips but occasionally we need parental help. Requests for help will be included on individual class trip letters. We also appreciate parental help on Grounds Day – you don't have to be a gardening expert – all help is welcomed!

## PTA

The PTA is run and supported by staff and parents of Baldwins Gate Primary School. Without their fundraising we would not have wonderful things like our trim trail and iPads. There is always something to buy, renew or repair which is why we need as much support as possible. The PTA also organise fun social events for our families. These include the Summer Fayre, Christmas Fayre, Beetle Drive and Film and Quiz Night. For more information, please visit the PTA page on the school website or contact the school office. You are warmly encouraged to get involved.



## Academic standards

The school prides itself on its academic standards and results achieved. At all stages we consistently achieve above national and county standards. Detailed data can be found on our website <https://baldwingsgateprimary.weebly.com/dfc-school-performance-tables.html> As a result of COVID-19 formal assessment has been cancelled in 2020 and 2021.

## School Performance Information

You can access performance tables published on the GOV.UK website by following the link below:

[https://www.compare-school-performance.service.gov.uk/school/124290/baldwins-gate-cofe\(vc\)-primary-school/primary](https://www.compare-school-performance.service.gov.uk/school/124290/baldwins-gate-cofe(vc)-primary-school/primary)

## Ofsted Report

The school's Ofsted report is available to view on the Ofsted website using the following link: <https://reports.ofsted.gov.uk/provider/21/124290>

## Behaviour and discipline

The school positively encourages good behaviour and the building of good relationships. We believe that children learn best in a safe, secure environment where the expectations are high and the attitude to learning is positive. Children are expected to develop self-discipline and be considerate and co-operative showing good manners and politeness to all. Bullying and bad language are not tolerated. A copy of our Behaviour Policy is available on the school website.

## Worship

As a Church school our Christian ethos is very important to us. We use our assemblies to allow the children to reflect on occasions in the Church Year and Christian based ideas and values such as: love, obedience, forgiveness. The Bible and stories illustrating Christian behaviour are used. The views and beliefs of other faiths are respected. In normal

circumstances, Reverend Clemas leads Worship Assembly on a Wednesday each week. Parents have the right to withdraw children from Collective Worship if they wish.

During the pandemic we are holding virtual assemblies involving each class and, weather permitting, we assemble on the school playing field for a whole school assembly.

## **Curriculum**

At Baldwins Gate Primary School we aim to deliver a curriculum which meets the needs of all pupils to develop their learning skills so that all children succeed. We also actively promote the personal, spiritual and moral development of our pupils. The expectations for each year group – what the average child is expected to achieve – can be found on the school website in the Information for Parents section

<https://baldwingsgateprimary.weebly.com/year-end-expectations.html>

Each term class teachers prepare a curriculum letter for parents detailing what the children in their class will be learning.

## **Assessment**

Children are continually assessed throughout the school to enable us to meet their learning needs. Statutory assessment takes place at the end of the Reception year, the end of Key Stage 1 and at the end of Key Stage 2. Children sit a phonics test towards the end of Year 1.

## **Special Educational Needs (SEN)**

The policy of Baldwins Gate School recognises that all children have individual education needs. The purpose of the education for all students is the same but extra help may be needed for students to progress.

Children will be taught in a classroom environment. They may use resources from other classes or work with a lower age group if appropriate. The school will refer to the child's Individual Education plan to see that the child's needs are met. The targets set within the IEP will be taken into consideration and the annual report to parents will report the progress made. At all stages of assessment parents will be involved and the records, IEPs and progress will be available to parents.

Local Offer: Staffordshire [Local Offer](https://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page) provides information in one place for children and young people aged 0-25 with special educational needs and disabilities (SEND), their parents/carers and professionals. The Local Offer includes information on local services to help children, young people, parents and carers make choices about the support they receive <https://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page>

## **Child protection/safeguarding**

Schools are now legally responsible for the protection of your child. If we have any worries or concerns we will ask for expert advice from external child protection agencies and cases do have to be investigated. We will of course consult you on these matters, although we cannot promise to do so depending on the circumstances. The protection of our children is an important responsibility and one which we take very seriously.



We have a safeguarding policy which explains clearly the procedures taken in the event of an issue which we deem to be putting our children in danger or to their detriment.

"This school is committed to safeguarding and promoting the welfare of children and young people. Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place. Children will be taken seriously if they seek help from a member of staff. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local "children in need" procedures. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child's welfare".

The Designated Child Protection Teacher in this school is: Mrs S Maude

The Deputy Designated Child Protection Teacher in this school is: Mrs L Lowndes

The nominated Governor for Child Protection is: Mrs F Boulton

### **Safeguarding Issues**

We would like to take this opportunity to bring to you some information and concerns we have regarding safeguarding issues.

### **Children arriving early at school**

Pupils arriving early should be booked into the school's BUZZ Breakfast Club so that they are supervised.. Breakfast Club opens at 8.00 am and is chargeable.

### **Children leaving school on their own**

We understand that some of the older pupils are expected to walk home on their own but we would like to make sure we know who has been given permission to do this. Please consider the safety issues, especially as we are not far from a busy main road. It is a good idea for all children to wear something reflective during dark afternoons. **If you are happy for your child to go home on their own would you please inform the school in writing.**

**Advice on leaving children unattended** (Source: [www.direct.gov.uk/parents](http://www.direct.gov.uk/parents))

There is no legal age limit for leaving a child on their own, but it is an offence to leave a child alone if it places them at risk. Parents can be prosecuted for neglect if they leave a child unsupervised 'in a manner likely to cause unnecessary suffering or injury to health' (Children and Young Person's Act).

The National Society for the Prevention of Cruelty to Children (NSPCC) advises that:

- children under the age of thirteen are rarely mature enough to be left alone for a long period of time;
- children under the age of sixteen should not be left alone overnight; and
- babies, toddlers and very young children should never be left alone.

If you have any other issues you wish to raise with us, please do not hesitate to contact the school.

## School staff



<b>Headteacher:</b>	Mrs Leanne Lowndes
<b>Teaching Staff:</b>	Mr J Ahearne Miss H Cartwright Mrs A Diop Mrs A Heathcote Mrs L Lowndes Mrs S Maude Mrs A Roche Miss M Sahiby Miss R Ward Mrs W Hadfield (French) Mr P Hughes (Music)
<b>Teaching Assistants:</b>	Mrs V Danks Mrs J Egginton Mr J Smith Mrs J Stonier Miss D Green Ms M MacBryde Mrs S Darby-Talbot Miss J Mellor Mr G Barnes
<b>Nursery Nurse:</b>	Mrs J Burke
<b>Breakfast Club and After School Club:</b>	Miss D Green Mrs J Stonier Mr J Smith
<b>Bursar:</b>	Mrs S Riley
<b>Lunchtime Supervisors:</b>	Mrs J Egginton Mrs J Gratton Mrs S Darby-Talbot
<b>Catering Staff:</b>	Mrs J Dale
<b>Cleaning Staff:</b>	Mr M Gratton and Mr G Smith
<b>Facilities Management:</b>	Mr M Gratton

## **Our governors**

<b>Name</b>	<b>Type of Governor</b>
Mrs F Boulton (Chair)	CO-OPTED
Vacancy	CO-OPTED
Mr D Convey	CO-OPTED
Mr K Hilton	FOUNDATION
Rev N Clemas	FOUNDATION
Mrs S Munton	PARENT
Mr P Stern	PARENT
Mr P Farr	PARENT
Mr A Talbot	PARENT
Mrs L Cowling	LA GOVERNOR
Mrs C Lowe	STAFF (HEADTEACHER)
Mrs S Maude	STAFF (TEACHER)

Governor profiles are available on the school website.

## Key points to remember!

- Make sure your child attends school every day.
- Ensure your child arrives to school on time.
- Always be at school on time to collect your child.
- Take an interest in what your child brings home – it may look like a blue blob to you but to them it is a work of art!
- Read the weekly newsletter – it contains a lot of important information about what is going on in school.
- Check and empty book bags regularly.
- Return reply slips/consent forms to school on time.
- Ensure that payments are made promptly and that dinner money is paid in advance.
- Please look after school resources sent home.
- If your child is absent, inform us immediately.

**We want your child to aim high,  
to be enthusiastic, motivated  
and enjoy their learning.**

