



Baldwins Gate CE (VC) Primary School

Information for Parents

September 2018

**Baldwins Gate CE (VC) Primary School
Tollgate Avenue
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Baldwins Gate CE (VC) Primary School

INFORMATION FOR PARENTS



We warmly welcome you to our 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.

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Our school values



Try your best

Speak gently

Extend a helping hand

Choose to be happy

Say please and thank you

Celebrate each other

Remember you are loved

The school day

Parents are asked to ensure that children arrive on the school playground no later than 8.50 am. Children who make their own way to school should not be on the premises before 8.50 am. A member of staff will be on duty on the playground from 8.45 am.



The school day begins at 8.55 am. The teacher on duty will blow a whistle and the children line up in their class groups. On arriving at their classrooms, the children empty their bags and start their morning session. They hang their bags and coats on the pegs available to their class.

During the morning session the children will have a daily playtime of 15 minutes from 10.45 – 11.00 am. Children are encouraged to bring a piece of fruit with them to school or alternatively morning break from the school kitchen can be ordered on a termly basis. Lunchtime begins at 12.00 noon for Key Stage 1 and 12.10 pm for Key Stage 2 pupils. All children eat in our large hall and then enjoy playtime activities. Timings for lunch are detailed in the table below.

During the afternoon session Key Stage 1 children have a short afternoon break.

The afternoon session finishes at 3.30 pm for all classes. Parents should collect their children from the classroom doors exiting onto the playground (Key Stage 1) or junior doors (Key Stage 2). Please let your child's teacher know if your child is being collected by another adult or if they are booked into BUZZ after school club.

	Key Stage 1	Key Stage 2
School starts	8.55 am	8.55 am
Lunch	12.00 noon	12.10 pm
Afternoon	1.00 pm	1.10 pm
School ends	3.30 pm	3.30 pm

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. If you are able to car share with other families, please do consider this option.

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.



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.

Lateness

Please ensure that your child arrives at school on time ready for registration in class at 8.55 am. Punctuality is an important part of our day. In addition, the first few minutes seeing friends on the playground and mixing with others is important. Arriving with friends and families and having those moments does help to settle children into routines. 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 8.55 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.

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. Where children have bumped their head, an accident slip will be sent home and children will be asked to wear a bumped head badge for 24 hours (issued by school).

Classroom structure

Children are taught in four vertically grouped classes of mixed ability, each with their own class teacher:

Class 1 (Miss S Gardner/Mrs J Burke)	Foundation Stage (Nursery/Reception)
Class 2 Mrs A Heathcote/Miss H Cartwright)	Years 1 and 2
Class 3 (Miss L Reeves)	Years 3 and 4
Class 4 (Mr J Ahearne)	Years 5 and 6

Teachers have help in their classrooms from an experienced team of Teaching Assistants

Parent consultation

Parents will be invited in to speak to staff about their child's progress at specified times during the year. However, you are most welcome to make an appointment to speak to staff at any other time during the term, 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 consultation meeting.

Parental workshops

Throughout the year we 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.

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.

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/dfe-school-performance-tables.html>

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

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>

School meals and break

All children in Reception, Years 1 and 2 are currently eligible for free school meals under the government's Universal Free School Meals initiative.

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

The cost of a school meal for children in Classes 3 and 4 is currently £2.30 per day.

Class 1 (Nursery and Reception) have their own arrangements for morning break and information will be provided for parents who are new to the school.

Morning break is available to children in Classes 2, 3 and 4. Break is ordered on a termly basis.

Payments for school lunches and break should be processed through ParentPay, the school's online payment system.

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

School uniform is available from Smart School Uniform, Harvey House, Hassell St, Newcastle ST5 1AR Telephone: 01782 713650

Our school uniform consists of:

- Navy sweatshirt or cardigan (embroidered with school logo)

- Red polo shirt (embroidered with school logo)

- Grey skirt or trousers

- In the summer girls may choose to wear a blue gingham dress.

For PE children will need:

- White T-shirt (embroidered with school logo)

- Navy Shorts

- Pumps

- Drawstring bag

Please ensure that all items are named.

A school book bag is available from the school office.

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.

Breakfast Club opens at 8.00 am and the After School Club

runs from 3.30 – 6.00 pm. 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, book bags, 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

The school issues a Newsletter each week keeping parents up to date with all aspects of school life and includes a list of diary dates. This is sent by email and a copy is available on 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.

Term dates

This information is always available on the school website.

School website

Newsletters, diary dates and key school information can be found on the school website www.baldwingsgate.staffs.sch.uk

Text messaging service

We use the text messaging service to communicate with parents as much as possible but messages are sent to one parent/carer only.

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).

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 greatly 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. The PTA also has a group page on Facebook (Baldwins Gate Primary School PTA) that you are welcome to join.



You are warmly encouraged to get involved.

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 C Lowe

The Deputy Designated Child Protection Teacher in this school is: Miss L Reeves

The nominated Governor for Child Protection is: Mrs F Boulton

School staff



Headteacher:	Mrs Claire Lowe
Teaching Staff:	Miss S Gardner (Class 1) (SENCO) Mrs A Heathcote (Class 2) Miss H Cartwright (Class 2) Miss L Reeves (Class 3) Mr J Ahearne (Class 4) Mrs W Hadfield (French) Mr P Hughes (Music) Mr C Dockerty (Guitar)
Teaching Assistants:	Mrs V Danks Mrs J Egginton Mr J Smith Mrs J Stonier Miss D Green Ms M MacBryde
Nursery Nurse:	Mrs J Burke
Breakfast Club and After School Club:	Miss D Green Mr J Smith Ms A Salter
Bursar:	Mrs S Riley
Clerical Assistant:	Mrs S Fogden
Lunchtime Supervisors:	Mrs J Massey Mrs J Egginton Mrs J Gratton
Catering Staff:	Mrs J Dale Ms A Salter Miss A Salter
Facilities Management:	Mr M Gratton

Our governors

Name	Type of Governor
Mrs Fiona Boulton (Chair)	CO-OPTED
Mr E Cavenagh-Mainwaring	CO-OPTED
Mr D Edwards	FOUNDATION
Rev N Clemas	FOUNDATION
Mrs N Hassall	CO-OPTED
Mr C Follwell	PARENT
Mr P Stern	PARENT
Mr D Convey	PARENT
Mr A Talbot	PARENT
Mrs K Leonard	LA GOVERNOR
Mrs C Lowe	STAFF (HEADTEACHER)
Miss S Gardner	STAFF (TEACHER)

Governor profiles are available on the school website.

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Mrs C Lowe
Headteacher

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