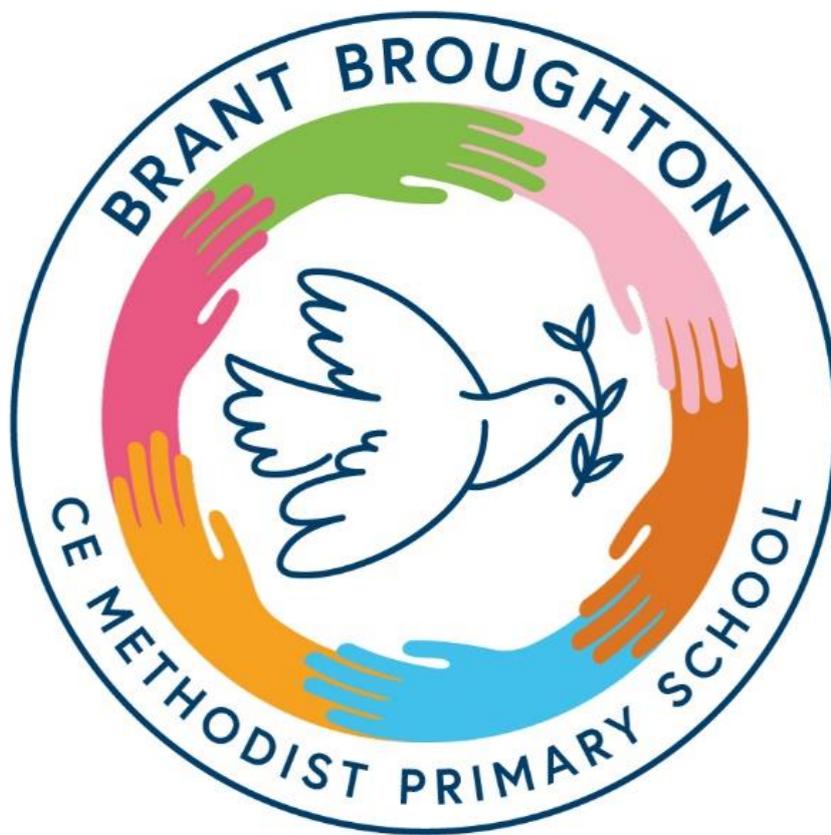


**Brant Broughton Church of England and
Methodist Primary School
Handbook**



Welcome to Brant Broughton Church of England and Methodist Primary School

Please read this handbook alongside our school website where you will find further information and our school contact details should you wish to make an enquiry.

‘For you are all one in Jesus Christ’

Galatians 3:28

Our inclusive church school celebrates each person and makes sure that everyone is known and valued. An ambitious and engaging curriculum strives to lay strong foundations to prepare pupils for their lives now and in the future. In the spirit of ubuntu (I am because we are) we travel together, discern possibilities and act in hope so that each person flourishes.

There are four key themes within this that run through all the work that we do.

Celebrating everyone

Preparing for the future

Travelling together

Acting in hope

We work to embed these themes in our daily lives by practising four habits:

Kindness, Courage, Humility, Hope

Context

Brant Broughton is small Church of England and Methodist Maintained School located in the village of Brant Broughton. Children who attend our school usually live in Brant Broughton or the surrounding villages. We have four classes Polar Bears (reception), Leopards (Year 1 and 2), White Tigers (Year 3 and 4) and Pandas (Year 5 and 6). When pupils leave us in Year 6, they usually attend Sir Wiliam Robertson comprehensive school at Welbourn or one of the Sleaford schools, Carre’s Grammar School (boys only) or Sleaford and Kesteven High School (girls). Both Carre’s and Sleaford and Kesteven High School are Grammar Schools where admission is determined by passing the 11+.

The Curriculum

The curriculum we offer is broad and balanced. Driven by our church School vision, we work with the intention that our curriculum:

- Prepares children well for their next step
- Supports all to flourish as individuals and learners now and in the future
- Fosters the wisdom, knowledge and skills that will help children to become proficient in each area of learning
- Promotes positive attitudes towards learning and opportunity
- Champions diversity and equality so that pupils learn to treat others well

Further information about our curriculum, the resources that we use and how it is structured is available on our school website.

Early Years (Reception)

Our Reception classroom and outdoor area offer great opportunities for children to play, learn and explore. During the Reception Year children have the opportunity to develop a strong understanding of foundational concepts and knowledge which will support their learning now and in later years. There is a strong focus on phonics, reading and early number throughout the Year. Children are taught Phonics and Reading using Little Wandle which encourages a deep understanding of phonics. In all areas of the curriculum, children access learning through adult led activities and independently. We encourage all children explore and rehearse new ideas through continuous provision inside and outside the classroom.

Children in Early Years access the full range of subjects on offer later in the school though these are presented within the Areas of Learning and Development:

Communication and Language
Personal, Social and Emotional Development
Physical Development
Literacy
Mathematics
Understanding the World
Expressive Arts and Design

At the beginning of Reception all pupils take the Reception baseline data check and at the end of Reception they are assessed against the Early Learning Goals. Pupils who reach the expected standard at the end of Reception have attained a good level of development (GLD).

Key Stage One (Years One and Two), Key Stage Two (Years Three to Six)

In Key Stage One the children build on the experiences and learning from their reception year. Learning in Key Stage One is more formalised than in Early Years with a greater emphasis on securing learning behaviours and recording simple written answers as the children progress through this Key Stage. Our Key Stage One curriculum is based on the requirements of the National Curriculum. Religious Education is taught using the Locally Agreed Syllabus for Education.

Subjects taught are:

English including reading, writing, phonics and spelling, Maths, History, Geography, Art, D&T, Music, Computing, PE, RE, RSE and PSHE.

At the end Year One, pupils take the Phonics Screening Check. This is a national test which is used to gauge the impact of phonics teaching. Pupils who do not attain the pass mark, retake the test in Year Two.

At the end of Year 2, pupils take the Key Stage One National Tests. These are no longer compulsory but are a useful tool in supporting teacher assessment and helping the school to understand the progress and attainment of pupils.

Throughout Key Stage Two, children continue to access a broad and balanced curriculum. They continue to study the full range of subjects taught in Key Stage One with the addition of French, some children may continue to access phonics if needed.

At the end of Key Stage Two the children will sit Standardised Assessment Tests (SATs), these will assess the children's knowledge from years three to six in Reading, Maths and

Spelling, Punctuation and Grammar. There is a national pass mark that is decided each year which determines whether the children are working towards, at or above the expected standard by the end of Year Six.

Children in Year Six will also be assessed on their writing ability- this happens internally throughout their school life but can also be assessed externally by a Locally Approved moderator in Year Six. The children will leave Primary School with an assessed outcome: below the key stage standard, working towards the key stage standard, working at the expected standard or working at a great level than the key stage standard.

Admissions

We admit children full time in September of the academic year in which they are five. The school follows the Lincolnshire County Council admission policy procedures. Parents must go through the council's application process. Each year information is made available to parents online. 'Going to School in Lincolnshire' is published with all the necessary information for parents to make their application. Parents can see this and further information at:

[Going to school in Lincolnshire guide – Applying for a primary school place - Lincolnshire County Council](#)

If you have any queries, please contact:

School Admissions

Email: schooladmissions@lincolnshire.gov.uk

Mid-year Admissions

Information about how to move school during the school year can be found at:

[Apply to move school – Before you apply - Lincolnshire County Council](#)

Starting School

Once places have been offered and accepted, we will contact you via email. There will be an opportunity for you to attend a meeting for new parents and children in the summer term to introduce you to your child's teacher to help your child to feel part of our school. There will be at least two opportunities for the children joining Reception in September to come to school for a stay and play session during the school day. Where possible, there will be at least one morning and one afternoon session. In addition, our Reception teacher visits settings that children currently attend. Those children who attend pre-school will have the chance to meet their class staff when they visit preschool to have lunch with the children informally during the second half of the summer term.

School Times

The school day starts at 8.40am and finishes at 3.10pm. Children come into school via the main gate and come straight into their classrooms.

Registration takes place at 8.45am; children then join collective worship at the start of every day.

The roads close to school are busy at peak times. We ask that parents park safely when dropping or collecting your child by car. Please avoid the yellow zigzag lines outside school when parking.

At the end of the school day, Reception and Key Stage One children are taken to the main gate to be collected by their parents. Key stage two children are met at the playground gate where they are dismissed by class staff.

Children from the surrounding villages may be entitled to free transport to and from school. Parents can apply for this through Lincolnshire County Council. Children using the school taxi will be welcomed at the start of day by school staff and escorted to the taxi each afternoon by a member of staff <https://www.lincolnshire.gov.uk/school-college-transport>.

School Lunch

Lunchtimes take place in the main hall. The children eat in two mixed age sittings between 12.00 and 1.00 and enjoy time outside sharing games with a mix of children from different classes. Children begin by saying or singing grace together. School dinners are cooked daily and delivered to school by Good Lookin' Cooking. Information on how to set up a Good Lookin' Cooking account for new starters is available on our website together with a link to their homepage.

Packed lunches may also be brought in from home. Please do not include glass bottles, fizzy drinks, or sweets.

School Uniform

We are proud of our identity and encourage our children to keep their uniform neat and tidy. Our uniform comprises: grey trousers, shorts, pinafore dress or skirt; white or pale blue polo shirt; navy jumper, cardigan, or sweatshirt. White, grey, or navy socks or tights with black school shoes. In summer, girls may wear a blue school summer dress.

PE kit consists of a white t-shirt and navy shorts with trainers or plimsolls. In winter, all pupils will need outside PE kit consisting of navy tracksuit or jogging bottoms. It is useful to have a spare pair of socks for PE especially in winter. All uniform and PE kit should be labelled with the child's name. Children will need their PE kit in school every day.

Sweatshirts, cardigans, polo shirts and PE t-shirts embroidered with the school logo can be ordered from the school office. We also have embroidered PE bags and school rucksacks if required.

Special Educational Needs

We strongly believe in equal opportunities for all our children, and we are able to support the inclusion of all children with additional needs. Children may have either short or long-term special educational needs. These individual needs will be identified at the earliest possible stage and individual intervention programmes or sessions will be used to provide support.

The class teacher will share any concerns with parents as soon as they are apparent. Parents will be encouraged to work with the school to help their child. Individual programmes will be designed and reviewed in line with the 1993 Education Act and the Code of Practice for Special Educational Needs. This is often all that is needed but occasionally a child's needs may require more than is routinely available in school. In these cases, support may be required from outside agencies such as Educational Psychologists, Learning Support Services, Speech and Language Therapy Service.

For a few children Health Care Plans may be necessary.

We aim to provide by timely implementation of short- or long-term intervention programmes, setting targets, monitoring progress, and providing guidance through the SENDCo.

By collaborating with parents and carers we can help children to develop strategies and skills to enable them to make positive choices and reach their full potential.

Progress

We invite parents to parents' evening twice each year in the Autumn and Spring Terms, in the Summer Term parents receive a written report which summarises their child's attainment and effort. We encourage parents who have concerns to raise them by talking to their child's class teacher in the first instance.

Extra-Curricular Activities

We are currently developing our wider curriculum offer to include a range of lunchtime and after school clubs. We offer a mixture of clubs which are free and some which incur a voluntary contribution.

After school clubs include Sports clubs for Reception/Key Stage One and Key Stage Two, Samba band and a variety of clubs which are led in 5-week blocks by school staff.

Lunch time clubs include Choir, gardening, and play leaders.

We are lucky to be able to offer music lessons led by peripatetic teachers which include violin, guitar, trumpet, musical theatre singing and piano.

We celebrate the children's achievements in these sessions through regular music concerts where the children perform to parents and their peers.

Homework

Homework is shared with parents each term via the class pages on the website and through information which is sent home with the children. We aim to provide a balanced approach to homework with an expectation that work such as reading, spellings and times tables (Key Stage two) will be completed regularly at home. We appreciate that home life is often busy and that many parents work. We would like to encourage parents to talk to their children about their school day and schoolwork as we believe that this supports and encourages children. To enable this, we provide optional homework tasks which link to the wider curriculum.

Collective Worship

We hold a daily act of collective worship led by staff, children, and visitors. As an Anglican and Methodist school, we have regular visits from Rev Sara (representing St Helen's Church, Brant Broughton), Rev Angy (Methodist Circuit) and representatives from The Joy Foundation, a Christian Charity. We regularly visit St Helen's Church in Brant Broughton for a September welcome service which celebrates the new Reception children joining us and also at Easter. Christingle and Leavers service for Year 6 are held in school. We also take part in the Diocese of Lincoln activities such as the Church Schools Festival at Lincoln Cathedral.

Although we have strong Christian foundations, we welcome children from all faith backgrounds and none. We promote tolerance, respect and understanding for the beliefs of others.

Parents and Community

Contact with School

The home-school partnership is one of the most important factors in ensuring your child's experience of school is a happy and productive one. We have an 'open door' policy which means that parents may see the Headteacher at any time, but for your convenience, it is helpful to phone in advance to check availability. Parents may also see their child's teacher before or after school with prior arrangements.

The school office is open every day with either Miss Waller or Miss Foster available to answer any queries.

We communicate with parents in a number of ways. Usually, parents receive a letter two to three times each half term, letting them know about events in school. Individual letters or other notices are sent out via parent mail. Please ensure school is kept informed of any email address changes.

Parents and carers are invited to join us in our Celebration Assembly each Friday from 8.50 am.

The school website contains most of the information essential for parents. We also have a Facebook page, a Twitter page for school as well as an individual page for each class.

<https://www.facebook.com/BrantBroughtonCeMethodistPrimarySchool/>

Twitter @ClassPandas @ClassTigers @ClassPolarBears @ClassLeopards and @BBprimarysch

www.brant-broughton.lincs.sch.uk

For our school records, we ask that you provide at least two telephone numbers in case we need to contact you during the day. Please inform us of any changes as soon as possible.

Absence and Attendance

In the event of your child being unable to attend school, please let the office know as soon as possible by phoning on the first day of absence. Alternatively, please email the office on: enquiries@brant-broughton.lincs.sch.uk .

If your child has been vomiting or had diarrhoea in the last 48 hours, we ask that they are not sent to school to avoid infecting other children or adults. If they have been prescribed medication by a doctor that needs administering in school, please contact the school office. You will be asked to complete an administration of medication form to give permission for your child to be given medication in school.

Up to date information about attendance and absence is available on the school website on the parents' page.

Parent Teacher Association (PTA)

We have a very hard working and dedicated PTA who raise funds for us to use within school. They also provide many extra treats such as ice cream. The PTA are currently supporting us by funding the school end of year trip to Belton House. Over the next year they plan to provide us with the funds for putting on an iSing Pop concert at church for our Christmas celebration.

The PTA are always looking for extra volunteers to support them with their work, please contact the office if you are able to help.

Before/After School Care

Breakfast Club is open from Monday to Friday mornings from 7.45am. Children are supervised and provided with a healthy breakfast. Please see the website for up-to-date costs and booking information. Sessions are booked in advance via the Trips, Breakfast and After School club button on the website.

After School Club runs from 3.10 – 5.30pm from Monday to Friday. Children are collected from their classes and supervised until 5.30pm. Please see the website for up-to-date costs and booking information. Sessions are booked in advance via the Trips, Breakfast and After School club button on the website.

General Information

Health and Safety

The Health and Safety of your children is of paramount importance, and we ensure that the school does as much as possible to keep everybody safe.

Key Stage One and Foundation children are dismissed from their classrooms once a recognised adult is visible to the member of staff. Please let us know if someone new is picking up your child or if they are going home with a different parent or adult. Key Stage Two children are dismissed from the gate leading onto the Key Stage Two playground and are not allowed to go until they have told an adult that they can see the adult who is picking them up.

Children in upper Key Stage Two can walk home on their own or with their sibling(s) with written permission from a parent or carer.

All visitors need to report to the school office first during the school day where they will be expected to sign in and given a lanyard. Please do not park on the yellow zigzag lines in front of the school so that children can cross the road safely.

Children can use the bicycle shelter in the school grounds – all bikes are left at their owner's risk.

Dogs are not allowed on the school premises.

Photos or videos taken inside school premises should not be published on social media. There may be Child Protection risks for other children.

Healthy Schools

Brant Broughton is proud of our Healthy School status and continues to provide a healthy lifestyle.

Children are provided with a water bottle on entry to school which means that they can have access to water at any time in the classroom. New replacement lids and/or bottles are provided as necessary, although if they are deliberately damaged then there may be a small charge for the replacement.

We offer free fruit for children in Foundation and Key Stage One. Parents can continue to order fruit for children when they enter Key Stage Two. Parents can also order daily milk for their child through the Cool Milk scheme. We ask that packed lunches and snacks provided contain healthy food. Children should not bring chocolate or sweets into school.

Cash, Valuables and Personal Belongings

In general children should not bring cash, valuables, or other personal belongings to school. If requested money for trips etc. should be sent in a sealed envelope marked with the child's name and class and handed straight to the teacher, assistant, or school secretary.

Lockers, hooks and trays are provided for children's school clothing and book bags and pupils are responsible for the security of their personal possessions. Toys, sports equipment, mobile phones and other gadgets should not be brought into school. The school cannot take responsibility for items lost or damaged.

Child Protection and Safeguarding

The Governors and staff take seriously their responsibility to safeguard the welfare of all the children entrusted to our care. The Designated Safeguarding Lead is the Headteacher. Our Child Protection and Safeguarding Policies are available on our school website.

Charging and Contributions

Although the school is funded through its delegated budget and other Government grants we do operate a charging policy in respect of certain activities, for example, individual music tuition from the Lincolnshire peripatetic music service.

We also ask parents for regular contributions towards swimming, school trips, special occasions, and activities such as cooking in class. No child will be excluded from joining any activity if the Parent /Carer is unable to contribute. Please speak to school in confidence if you are struggling financially and we will do our best to support you.

Parents /Carers will be asked to reimburse the school for lost or damaged items such as reading books, pens, or exercise books.

Complaints Procedure

Should a problem or difficulty arise concerning your child, in the first instance, you should contact the school through the class teacher or Headteacher. We will always listen and attempt to resolve any problem for the benefit of your child and almost all concerns can be resolved quickly and effectively by parents and school working together. In the unlikely event that the situation is not resolved, parents should follow our complaints procedure, detailed on the website, and send details of the complaint in writing to the Chair of the Governing Body. The Governors Complaints Committee will then consider the matter and issue a response. If parents are still unsatisfied the matter can then be referred to the Local Education Authority.

School Enquiries

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United Kingdom

enquiries@brant-broughton.lincs.sch.uk

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