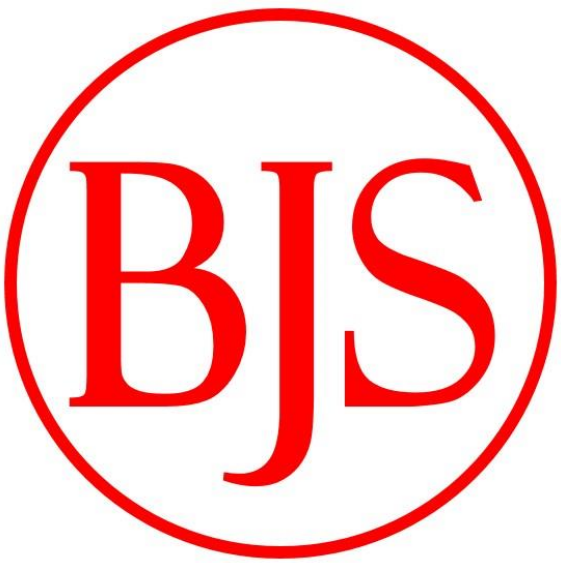
Busill Jones Primary School



PARENT HANDBOOK 2022-2023

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Our School Aims

Our aims for the children at Busill Jones Primary School

We, at Busill Jones, are concerned with the whole education of the child. We hope, above all, that each child will develop fully to his or her potential by providing equality of opportunity throughout the curriculum. Our aim is to provide skills and knowledge for the children to understand the world around us, and for use in adult life. We aim to develop young people who have experienced some success in school and have positive attitudes about themselves, and children who are becoming socially aware and will become caring members of the society.

The school supports the Primary Curriculum Aims of Walsall Education Authority, promoting and fostering development of skills, interests and attitudes which are appropriate to the intellectual, physical, emotional and social stages of each child's development.

INTRODUCTION

NEED and PROCESS

The need for a Parent Handbook was identified and agreed during School Development planning. The Parent Handbook should be read in conjunction with other school documentation, and specific reference will be made to such as necessary. It is intended that the Parent Handbook will be presented in a format which will readily enable annual review and updating of information, procedure and policy. Such review will form an integral part of future development planning.

Whilst it is recognised that the process of review, revision and agreement will no doubt prove to be more useful than the resulting documentation, the Parent Handbook is intended to serve the following main functions.

PROCEDURES and ROUTINES

The Parent Handbook is a source of basic information concerning the day-to-day procedures and organisation of the School. It is hoped that this information will serve as a readily accessible reminder for established and experienced staff, whilst providing a reference point and support for new parents.

AGREED POLICIES

The Parent Handbook seeks to set down agreed policies on non-curricular issues. In order to promote and reinforce the aims of the School, it is essential that parents have an understanding of certain policies agreed in School and by Governors. All policies should be available to all staff on the School Server.

ETHOS of the SCHOOL

The School seeks to actively influence the personal development of all pupils and emphasis is placed on a strong moral code. In developing and following this code, the importance of the 'Hidden Curriculum' cannot be overstated.

Procedures for Parents to see Staff

There will be occasions during the year when you may need to come into School to raise any concerns. As you will appreciate, it is very difficult for members of staff to speak to you either at the start of the day when registering their classes or at the end of the day when dismissing children from School.

If you wish to see your child's class teacher briefly then please ensure that you do so either **before** 8.50 am or 10 minutes **after** your child's class has been dismissed entering the School through the main door.

If it is a more serious issue then it may be necessary for you to see your child's Phase Leader either at the times indicated above or by making an appointment to do so. Phase Leader's are as follows:

- Mrs R Davidson Year 5-6
- Mrs R Cook Year 3-4
- Mrs N Semple/Mrs D Peake EYFS and KS1

If necessary, an appointment may be made to meet with any of the following staff who are in the Leadership Team if you have a more serious concern:

Mrs N Semple	Senior Teacher
Mrs R Cook	Assistant Head Teacher
Mr R Davidson	Assistant Head Teacher
Mrs M Baggot	Deputy Head Teacher/SENCO
Mrs S Field	Head Teacher

Arrival at School

The safety of the children in school is paramount so the morning routine will be changed to ensure we can keep your child safe. The gates will open at 8.40am and the KS2 door, KS1 door and Reception door will be open at 8.40am for children to enter the building straight away. The doors and gates will be locked by 8.55am. If anybody arrives late they will need to come to the front office to be signed in and escorted into school by a member of staff.

It is essential your child is not late in the morning as the first lesson starts straight away at 9am. Please support us by ensuring your child arrives punctually each morning. It can be very distressing for a child who arrives late and has missed the introduction to the lesson.

I should remind you that all children who arrive after 9am will officially be recorded as late. Children arriving after half past nine may be recorded as absent.

Please ensure that your child arrives at School each morning with the correct items such as swimming kit, PE kit (we encourage KS1 children to leave their PE kit in school for half a term) football boots, musical instruments, book bags, homework and reading books. Children must take their reading book home every night and return with it the next morning. Please support your child by hearing them read every night and then signing their reading diary.

Walking to/from School alone (Year 3-6 only)

Parents should be aware that we do not suggest that children walk to or from School alone. However, if your child does walk to or from School alone we would be grateful if you would complete the relevant form if you have not already done so. Without this form we will be unable to let your child leave school. We will keep this record on the child's file and ask for regular updates.

Collection of Children

School finishing time for Reception, Year 1 and 2 children is 3.25pm and Years 3 – 6 is 3.30pm.

Children can only be collected by an adult who is named on the contact list. It is really important that this list is kept up to date with any changes. My advice is to record as many people as possible. Without this information your child will not be allowed to leave.

Parents are asked to be considerate of pedestrians, residents and other road users when driving and parking near the school site.
Please do not block the School gate or driveway either before or after school.
Please keep the pavements and entrances clear.
Please don't obstruct our neighbours' driveways.

Parents are requested to refrain from bringing dogs onto the premises when picking up children. Parents are also asked to not smoke on the premises, this includes E-Cigarettes. Both of these are against Local Authority Health & Safety Regulations.

Swimming

Swimming lessons are currently available for Year 3-6 children. The children will swim each week at Bloxwich Academy. Children will need to bring with them their swimming kit, a cap for long hair, towel and goggles if required. Please be aware that boys must not wear swim shorts that fall below their knee. In addition to this, swimming is a compulsory part of the National Curriculum. Parents cannot opt out of this subject.

Attendance

May I remind you that our Attendance Registers are monitored by the Education Welfare Officer who will pick up any pattern of poor attendance or lateness. Family holidays of any length will not be authorised. It is essential that children attend school regularly.

Parents need to be aware that attendance **below 95%** is deemed as unsatisfactory. If a child's attendance is **at 80%,** they are on average having one day off a week which is obviously detrimental to their education. If a child's attendance is **at 90%,** they are on average having half a day off a week which is also obviously detrimental to their education.
If a child's attendance **falls below 95%,** parents/carers will be informed in writing and hopefully the attendance will then improve. If a child's attendance **falls below 92%** parents/carers will be invited in to meet with the Head Teacher, Family Liaison Officer and the Education Welfare Officer from the Local Authority to discuss ways in which we can ensure the attendance improves. If a child's absence level rises to 90% they will be considered a persistent absentee.

Car Seat Regulations

May we remind all parents of the regulations regarding booster seats for children. The law requires that all children travelling in cars should be carried in an appropriate child restraint until they are 135cm tall or have reached the age of 12 years.

We assure parents that Staff carrying children in their cars for School business will be complying with these regulations and we urge all parents to do likewise.

Lunch Time Collections

Children who are going home to dinner will be dismissed from the main School Office.
Children should be brought back to the School Office for the start of the afternoon session. Lunch will be 12-1pm.

If you are planning to collect your child, for medical reasons, during the course of the day please alert the school office. Proof of appointments may be required. Your child will be collected from the classroom on your arrival. Children taken out of School during the morning should be brought back to School either before or after lunch time but not during.

Uniform

The uniform policy is compulsory and all children will be expected to maintain a high standard of appearance and to wear our uniform at all times. Our uniform with the school logo can be purchased from Crested School wear, Victorian Arcade Walsall or Tesco Online or alternatives can be purchased at Tesco, Sainsburys etc...

Navy blue V-neck jumper with or without school logo
Navy blue Busill Jones cardigan with or without school logo
White shirt in the Autumn and Spring terms (polo shirts without a tie are allowed in the Summer term only)
Busill Jones school tie
Black tunic, skirt or trousers
White knee length socks or grey/black tights
Blue checked summer dress (to be worn in Summer term only)
Black formal, hard-leather school shoes with flat heels

No trainers, canvas or leather pumps, or boots (please be aware that not all shoes sold as 'school shoes' are accepted under the uniform policy)

NO TRAINERS

Parents are implored to MARK all items of clothing.

We will keep a stock of shoes in school. Any child arriving in trainers or in shoes not adhering to our uniform expectations as stated above, will be given the shoes to wear during school hours.

Hair

Pupils' hair must be tidy, its natural colour and of an acceptable length and style.
Hair that is medium or long in length must be tied back and no excessive hair styles are permitted.
Sensible headbands (without pom-poms, fluffy animal type ears etc), bobbles and hair clips can be worn. Cosmetics such as mascara, lipstick, eye liner, nail varnish etc. are not permitted.
Boys should have appropriate hairstyles and not have patterns or tram lines shaved into their hair.

P.E.Kit

All children are expected to wear the school P.E. kit which is a **plain white T-Shirt,** navy/black shorts and trainers or plimsolls. In cold weather we would advise a tracksuit for outdoor PE.

Rings and Jewellery

The wearing of jewellery is not allowed at Busill Jones Primary School. Ear studs are allowed but they must be removed for P.E., games and swimming for obvious safety reasons. Other forms of body piercing are not allowed at our school.

Valuables

Items of real value including mp3 players, PSP, DS, and toys are not allowed in school. Whilst we exercise normal care in school we cannot guarantee the safe keeping of such items and so will not take responsibility for them. If a child brings a mobile phone into school, it needs to be switched off and taken to the school office. It will be locked away until the end of the day and children can collect their phone from the office.

Lost Clothing

We make every possible attempt to recover lost property. However, this task is made much easier if all items of school clothing are marked with your child's name either with a name label or indelible pen. Any items of property handed into school are placed in lost property which is managed by the school office. At the end of each term, the Lost Property box will be placed in the foyer for people to view. Items remaining at the end of each term will be either disposed of or put into spare stock.

Illness and Emergencies

Occasionally children become ill in school or accidents happen. We have qualified First Aiders on site who initially assess and treat children who are ill or require first aid treatment. However, you will be notified by phone or letter of any incident where medical treatment is required.

It is for this reason that it is essential that we have up to date contact details so that we can contact you in an emergency. Data collection sheets are available in the school office for updating contacts.

No child at Busill Jones Primary School will be sent home during school hours without an escort. Parents collecting children from school must report to the school office.

Medicines during School Hours

Non prescribed medicines will not be administered in school. For those prescribed medicines which are to be taken three times a day we suggest that these times are worked around the school day i.e. before school, after school, before going to bed. Any prescribed medicine that has to be taken during school hours should be handed into the main office and a consent form will need to be completed. Office staff will lock the medicine away and ensure that the medicine is given at the correct time.

Inhalers

Children who have asthma are placed on the school asthma register and will be given an asthma box in their classroom. Each box will contain the child's inhaler (additional to the one they have at home), a record for when the inhaler is used and an asthma card, which is to be completed by parents/carers, detailing their child's asthma needs. Inhalers will be administered under supervision as and when needed. Staff always ensure that when children participate in off site visits, particularly those of a physical nature, that they have their inhaler.

Head Lice

When we become aware that there is an occurrence of head lice in any class, parents of all children in that class will be informed to enable them to carry out a check of their own child's hair.
Could you please ensure that ALL children with long hair tie it up as this greatly reduces the chance of head lice spreading.

School Nurse

We have a School Nurse who is linked to our school. Her contact details can be found in the Visitor Foyer. Height and weight assessments are carried out annually for Reception, Year 4 and Year 6. Optometrists annually visit our Nursery and Reception.

Fruit, Milk & Water

All children in Key Stage One receive free fruit on a daily basis. KS2 children are allowed to bring into school a healthy mid-morning snack (only fruit or cereal bars allowed). Free milk is provided to all children if they are entitled to free meals or are under 5 years of age. The school has a number of fridges designated for the storage of pupil milk. This ensures that the milk is cool and fresh. We also have water fountains situated in difference areas of the school so that children can drink cold water throughout the day. Drinking water has obvious health benefits and has been shown to help improve concentration.

Extra-Curricular Clubs

Clubs are held most evenings until 4.30pm. Lists of clubs running each term are sent out to parents at the beginning of each term. There is no charge for any of these clubs.

Reading

The most important thing you can do at home to support your children at School is to hear them read regularly. Please sign the child's reading diary and indicate the pages you have heard them read at home. Please ensure that your child brings their reading book or book bag in EVERY day. Please ensure that reading books and other School equipment are looked after when at home as we do have to make a small charge in the event of loss or damage.

PE Kit

All children are required to have their School PE kit at School on their peg every day.
Please make sure that your child brings in their PE kit on a Monday EVERY week. The kit may be taken home on Friday's for washing if required. We recommend that KS1 children leave it in school over a half term.

School Meals

Please pay for meals using Parentpay, all parents should have login in details, if you are a new parent or have lost your login details please contact the school office and they will provide you with one. Our school meals are provided by Miquils Catering. A copy of their menu can be found on the school menu and on request shared at the school office.
If arrears arise, you will be informed by the school office and you will be required to provide a packed lunch.
Please enquire at the Civic Centre or at the School Office if you would like to apply for free school meals. Please note that in line with our Healthy School Meals Policy, parents are requested to provide healthy lunch boxes for the children.

Children in Reception, Years 1 and 2 will be able to enjoy school meals for free.

Parking

Please be aware of the parking restrictions around the School, as the parking wardens do issue tickets and that it is against the law to park on the **ZIG ZAG lines** or **ON THE PAVEMENT**.

Could I also please remind any parents that **the car park is for staff use only** to ensure the safety of the children.

Fund Raising

We do throughout the year support different charities as well as work together with our Parent Teacher Association (P.T.A). We thank you as always for supporting such important events. We do throughout the year collect tokens from Sainsburys and Morrisons and we would be grateful if you would send these tokens into School. We are able to buy useful resources for the school with the tokens collected.

Discipline Policy

As I am sure you will agree, Busill Jones Primary School has a zero policy on any acts of violence in the School. Any such incidents will be dealt with according to the Discipline Policy included in this Handbook. We would be grateful if you would support School by discussing our rules with your children.

Emergency Contact List

Please keep your Emergency Contact List up to date by informing School of any changes particularly to any contact telephone numbers as this information is essential if we need to contact you. Every child in school needs more than one contact. This is guidance taken from the Keeping Children Safe in Education 2022 document. Please also be aware that anybody who collects your child must be on the contact list and over 16 years of age.

School Term Dates 2022/2023

2022/23 academic year

Autumn term 2022

Term starts: Monday 5 September 2022
Half term holiday: Monday 24 October 2022 to Friday 28 October 2022
Term ends: Friday 16 December 2022 **Spring**

term 2023

Term starts: Tuesday 3 January 2023
Half term holiday: Monday 20 February 2023 to Friday 24 February 2023
Term ends: Friday 31 March 2023 **Summer**

term 2023

Term starts: Monday 17 April 2023
Half term holiday: Monday 29 May 2023 to Friday 2 June 2023
Term ends: Tuesday 25 July 2023

INSET DAYS-
Monday 5th September 2022
Tuesday 6th September 2022
Friday 21st October 2022
Monday 24th July 2023
Tuesday 25th July 2023