



**BROADWAY
FIRST SCHOOL**
Inspire • Challenge • Achieve

Broadway First School

A-Z

Broadway First School
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This booklet is intended as a helpful handy reference for our school.

Should you have any questions please do not hesitate to ask a member of staff.

Dear Parent/Carer,

INSPIRE – CHALLENGE - ACHIEVE

I am delighted to write a few words of introduction to our school. Broadway First School is a small school in an area of outstanding beauty, the village of Broadway.

As a parent/carer you are your child's most important teacher. By the time they come to our school they will have already learned so much from you. You will have taught them how to speak and understand language, taught them about manners and read a myriad of books to and/or with them. We are now joining you in developing your child further.

Close links are paramount to us. We welcome parents on to the playground each morning when up to six people will be on duty ready to talk to you. (If the person you would like to talk to is not available, you are welcome to ask at the office or make an appointment to see them.) We let you know what your child is learning each week in our home-school books as well as inviting you in each term to family lunches, celebration assemblies and Inspire workshops.

We have high expectations of our children. We want to help prepare them for their future lives. We therefore try to instil confidence, resilience, responsibility, independence and teamwork. Of course, our expectations in each of these areas are tailored to your child's age and needs.

At Broadway First School we endeavour to provide all our children and young people with a passion for learning and memorable experiences that will truly enrich their lives. We strive to involve the whole school community in making Broadway First School a safe, forward-thinking and truly outstanding place for our pupils to learn. Our talented and committed staff team have high expectations of our pupils and we aim to ensure that all children develop a passion for learning and strive to achieve the very best they can. Our school benefits from the unique characteristics of a small school – staff who are closely knit and work together on all areas of school improvement, strong links with the local community and an environment where older and younger children learn and grow together.

We strive for nothing short of excellence in all that we do. We are pupil and family centred and we invest in our staff to ensure that we offer the very best educational provision for all our children and young people. We see our pupils' time at Broadway First School as just the first part of their journey and we want them to leave us as confident, lifelong learners. The National Curriculum is used as a map for their journey and we are not tied to age expected achievements; we strive for all children to be the very best they can so we are not afraid of looking at the next part of the route. We also want our pupils to move to their next school equipped with resilience, responsibility and respect. We hope that they remember their time with us with great fondness, with memories of treasured experiences and enduring relationships. Our mission is simple – to enable each and every pupil to be all that they can be. We will achieve this through our core principles: Inspire, Challenge and Achieve.

Our Core Principles

INSPIRE

We take a range of starting points to stimulate children's interests. These include local community events, trips, international events and interests of the children themselves. These are embedded into our curriculum, which encourages risk taking, promotes independence (with appropriate guidance) and enables progression. Through this we aim to develop a genuine interest and passion for learning whilst also building children's aspirations.

Where possible, learning is linked to real life situations (e.g. through problem solving in maths) and given purpose.

CHALLENGE

Through a thorough knowledge of each child's learning and individual personal needs we challenge them academically, physically and emotionally. Self-challenge is strongly encouraged. Examples of this include children setting their own targets for the half term, developing resourcefulness and resilience, taking responsibility for their own things and having the confidence to try new things even when they may be out of their comfort zone.

ACHIEVE

Progression in all areas is at the core of all that we do. Personal, social and emotional development is important for all children, whatever their age. Therefore children are given responsibilities and the staff work closely with all children on whole school projects through discussions in School Council.

Academically, staff ensure that children are challenged and able to progress in all lessons. There are intervention groups for the most able and also for children who require extra support. In addition to any informal chats that we may have with you, we will keep you updated with your child's progress through parents' meetings and end of year reports.

Timing of the School Day

Here is a brief overview of the school day. Please note that times may vary slightly.

Time	Activity	Points to note
7.30am	Breakfast Club opens	
8.40am	Children may go on playground	Parents may drop their children off at the 'Drop Off' points to ease traffic congestion. All children are to go directly on to the playground. Parents may also come on to the playground until the bell is rung, at which time we ask that you leave via the gate by Frogs Class (at the opposite end of the building to the main entrance). Staff may be available to talk to parents during this time – please ask at the school office.
8.50am	Bell goes – start of school	Children line up on the playground. Staff will then take the children in and the teacher on duty ensures all parents have left via the school gate and locks up. Children who are late have to be taken to the school office. Parents need to sign them in and a member of staff will escort the child to class.
8.50-9.00am	Registration	Children are usually given a short activity to do whilst the register is being taken.
10.45am (10.15am on Mon)	Mon, Tues, Thurs, Fri Assembly	Mon – Open the Book and House Team Points Tues – Member of local church/staff led assembly Wed – Staff led assembly Thurs – Values assembly Fri – Award assembly Assemblies are used to look at our current theme of the month as well as stories from different religions and key religious festivals/national events.
10.30am	Playtime	This is when the children have their snack and milk. Children may bring in a healthy snack only (e.g. fruit, plain cereal bar (no added icing sugar/chocolate).
10.45am	End of playtime	As for the beginning of the school day.
12.00pm (Reception, Years 1&2); 12.10pm (Years 3,4,5)	Lunch	All children in Reception, Year 1 and Year 2 are part of the Universal Free School Meals. All other children have the option of purchasing a school meal (unless they receive free school meals) or bringing a healthy packed lunch to school.
1.00pm	End of lunch	As for beginning of school day.
2.00pm – 2.10pm	Afternoon play for Key Stage 1 (Frogs Class and Dragonflies Class)	Key Stage 2 (Years 3, 4 and 5) staff may decide to give the children a short break depending on what they are doing.
3.10pm	End of school day	Children are walked to the nearest exit and staff ensure that each child goes with an adult from the child's named contacts list. If it is someone different please ensure that school is informed and that the person has your code word.
3.10pm	Clubs/Wraparound	Mrs Dudfield is the Wraparound manager.
5.30pm	End of Wraparound	All children should be collected by this time.

An A-Z Of Useful Information

Absence

If your child is, ill please ensure that you telephone school before 9am and leave a message to state why s/he is away. If no reason is provided then your child will be marked down as having an unauthorised absence.

Bullying

We believe in being proactive and ensuring that children know what to do if they encounter this completely unacceptable form of behaviour. Each year we have a week focussed on 'Beat Bullying'. We make it clear to children that bullying is **Several Times On Purpose** through teaching them the acronym STOP, and discuss different types of bullying at an appropriate age. (For example, Reception focus on 'Being a Good Friend' whilst older children look at peer pressure). We discuss strategies about what to do if someone else's behaviour is causing them or one of their friends to be unhappy as well as their individual rights and responsibilities. If you have any concerns that your child is not behaving in an appropriate way or that another child is making them unhappy **do not hesitate in letting us know** so that we can investigate and put in support as appropriate.

Cake Day

Each Friday we have a cake day. Parents volunteer to go on the 'Cake Rota'. Several families each week bake 20 cakes. Those cakes are then sold to the children for 20p.

Care and Control

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others or, if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

Class Assemblies

Each half term you will be invited to a Class Assembly. During this assembly children who have achieved their Bronze, Silver, Gold, Super Gold, Platinum or Diamond Award for team points receive their certificates.

Clubs

We offer a wide range of clubs. Those provided may incur a charge, particularly if they are provided by outside providers or require materials. Parents are offered places in clubs within the first week of each term. Some clubs may start during the term and you will be notified of these. If your child attracts pupil premium funding then this may be used by the school to pay for the costs of clubs for your child.

Complaints

If you have a concern or complaint you should speak to the appropriate member of staff. This is usually the class teacher. They can then investigate your complaint or concern and give you a response, making clear any action or monitoring of a situation that may be necessary. At this stage misunderstandings can usually be cleared up. Everyone benefits from the speedy resolution of difficulties and from suggestions for improvement. If no satisfactory solution to the complaint has been agreed please speak to the Headteacher. Our Complaints Policy is available on the school website, or you may request a copy from the School Office.

Drop Off Point

The school gates are opened at 8.40am and the bell is rung at 8.50am. We are aware that there are limited spaces for parking so we offer a drop off point. At 8.40am two members of staff go outside in fluorescent jackets and wait at the drop off points. If you stop here we will escort your child out of the car and take them to the playground.

Family Lunches

Each half term family members will be invited to a Family Lunch. Parents/carers are asked to bring in a packed lunch, and children eat in the classroom with them. This is an opportunity for the children to show parents their work and their displays and is also an opportunity to meet staff.

Forest School

Forest School encourages and inspires children to experience a variety of opportunities in our outdoor environment. Working with nature first hand, learning new skills, encourages children to work as a team whilst building their own self esteem. Every year group benefits from this opportunity for part of the academic year.

Friends of Broadway First School

There is an active group called the Friends of Broadway First School. We hope that you are able to join this group and make friends whilst helping to raise money for the school.

Fruit

Fruit is provided for all children in Reception, Year 1 and Year 2. Any other children in the school wishing to purchase fruit for snack may do so for 16p a day; please enquire at the office about this.

Governors

Governors are a group of unpaid volunteers who support the school management team. Working together, they provide the strategic direction of the school, but governors do not become involved in the day to day leadership of the school. They are, however, responsible for ensuring that the school is run efficiently and the children receive the best quality education that the school can provide.

Holidays

Holidays in term time will only be granted in **exceptional circumstances**. If you feel that your request meets the criteria please contact the office for a form well in advance. If you take your child out of school for a holiday without permission you may be fined.

Inspire Workshops

Each term you will be invited to take part in an activity in school with your child. The activity will enable you to practise at home something that the children are focussing upon in their class. There will be a short session first where the activity is explained to parents, then children will join us for a fun task. Dates are provided at the beginning of each term.

Jewellery and Valuables

For reasons of health and safety, jewellery is not allowed to be worn in school except for one pair of studs. If you are having your child's ears pierced we request that you consider having this done at the beginning of the summer holiday to allow for healing and to avoid missing PE lessons, which are a compulsory part of the National Curriculum. If your child wears stud earrings, these must be removed before PE lessons; we suggest they are taken off prior to school on days when we have PE. We accept no responsibility for studs.

Long hair should be tied back neatly and the use of makeup and nail varnish is not allowed.

Valuable items should not be brought into school. Neither the school nor the Local Authority can accept responsibility for watches or other personal items brought into school.

Home-School Diary

All children have a home-school diary. The book also enables you to write down anything you would like us to know (and vice versa), particularly if you are not able to talk to us in the morning. Children in Reception have their books checked daily. All other children have the responsibility of putting their book in the box for the teacher to check if there is a message for them to read. Please read this regularly and initial any messages that do not require a response so that we know that you have read them.

Homework

All children have homework. In Reception this will focus upon hearing a child read and strengthening your child's understanding of letter sounds (phonics). We will have meetings in the Autumn term to discuss this further with the parents of children in Reception. As the year progresses homework may begin to include additional tasks.

As your child grows older, we strongly encourage regular reading. Once they reach a certain level of understanding (usually by the end of Year One) they will be put on the Accelerated Reader scheme. The children read texts closely matched to their ability then complete a 'quiz' at school on the book before progressing on to a different text. More information regarding Accelerated Reader is available at the school office.

Homework is an important part of school. It enables children to extend and consolidate work. It also provides parents with an opportunity to see what their child is learning in

school. Homework tasks range from reading to completing 'Healthy Living Passports' over the course of a term.

Lateness

It is vital for children to arrive at school in good time so that they are fully prepared for their lessons and are in a good frame of mind to extend their learning. Being late can cause anxiety for the children and make them feel uncomfortable when walking into lessons that have already started. Lateness is closely monitored and parents may receive invitations to discuss lateness with the school. Persistent lateness may result in fines.

Lunchtimes

There is a choice of a school meal or a healthy packed lunch for lunch. During the summer months sandwiches are often eaten outside on the picnic benches.

Class Catering offer hot school meals (e.g. main meal, vegetarian option, jacket potato or packed lunch) for £2.30 a day for children in Years 3, 4 and 5. Children in Reception, Year 1 and Year 2 are part of the Universal Free School Meals programme. As such, parents of children in Reception, Year 1 or Year 2 do not pay for lunches but will need to order lunches from Class Catering in advance.

As meals are cooked at a different site **parents wishing to use Class Catering must order meals by the Wednesday before the week they are needed.** They also need to be paid for in advance for Years 3, 4 or 5. Several weeks can be ordered at the same time. Please ask Mrs. Freaney in the school office for more information.

If your child is ill or you change your mind then it is parents' responsibility to phone Class Catering by 9.30am to inform them to ensure a credit/refund. Their number is 01386 442827.

Medicines

Should your child have a medical condition please let staff know. Asthma inhalers are kept in the classroom. With the exception of inhalers, staff do not administer medication in school without the prior agreement of the Headteacher. Only medication prescribed by a doctor will be administered at school in exceptional circumstances. Parents must complete a form giving permission and details of dosage and timings.

Milk

If you wish your child to have milk at school you must first register with a company called 'Cool Milk'. Once registered, your child will receive milk free of charge until they are five. If they are over five the company needs to be paid directly. (There is a leaflet explaining this available in the office).

Music Tuition

We invite peripatetic teachers in to school so that parents may purchase music tuition. Guitar lessons are approximately £5 for a 20 minute session each week (in a small group). Piano tuition costs £8.50 for a 15 minute one-to-one session.

Newsletters

Every Friday the school produces a newsletter. These are published on the school website and we send electronic or paper copies directly to parents.

Old Clothes for Playtimes

Children need lots of exercise and this is strongly encouraged at playtimes. We like to use the field for as much of the year as possible. Therefore children may bring in wellington boots or old trainers with an old pair of joggers/waterproof trousers so that they can play on the field. Be warned, they do get muddy! During the summer months, in good weather the children will be allowed on the field without them. In all other months they will need at least a change of footwear. The playtime clothes/footwear are kept on racks outside.

Pupil Premium

Pupil premium is an additional amount of money allocated to schools by the Government to provide support for children who qualify. This year's allocation will be used to provide additional staff to support those children's learning and achieve greater than expected progress. Pupil premium is determined by the number of children eligible for free school meals (whether the meals are taken or not). We therefore urge you to apply if you feel you meet the criteria below. **Even if you do not wish to take up the Free School Meal or your child is receiving a meal each day as they are in Reception, Year 1 or Year 2 please apply as this money makes a significant impact on the school's budget.**

Free School Meals can be awarded if you or your partner are claiming any of the following;

- Income Support Job Seekers Allowance – Income Based
- Employment and Support Allowance - Income Related
- Support under part V1 of the immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190.

****Note:** Children are eligible for Free School Meals for a four week period immediately after the parent/carer becomes unemployed, or reduces their hours to less than 16 hours a week, but is still in receipt of Working Tax Credit. You will need to be able to produce a copy of your Tax Credit Decision Notice to claim under these criteria.

If you feel that your child may be eligible for free school meals, please contact Mrs. Freaney in the office or call the Free School Meals Team on 01905 766182.

Racism

The school endeavours to prepare children to be active citizens of a global community. This includes learning that different families have different traditions at home (which can be as simple as sports they play together, routines in the morning) as well as learning about other cultures. Children are also encouraged to respect the fact that other people may have different views, values or faiths to their own.

Broadway First School takes racism seriously. Our definition of a racist incident [which is in line with the McPherson Report] is:

- a) Any incident in which it appears to the person reporting the incident and/or any other person that the incident involves an element of racial motivation.
- b) Any incident which includes an allegation of racial motivation made by any person.” Racial” means of any race, nationality, colour or ethnicity.
[NB Gypsy/travellers are recognised within The Race Relations Act as an Ethnic Minority.]

This definition is designed to ensure that not only is a full account taken of what the victim says, but also of what is said by those who witnessed the incident or reported it on behalf of another person.

Should the school receive any report of alleged racism it will be investigated and appropriate action taken as detailed in our policy (which is available on the school website).

Residential Trip

We endeavour to provide a residential trip for children in Years 4 and 5 each academic year. We have a two year rolling programme of outdoor adventure based residential trip followed by a visit to a farm. These trips are invaluable in developing resilience, independence, responsibility and team work in children.

Safeguarding

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children. **There may be times, as a parent or carer, when you need help, advice or information when caring for your child. You may wish to contact the school if you think we may be able to help you access support, for example regarding e-safety or emotional wellbeing.** If we have any concerns we will talk to parents first if possible/appropriate.

School Closures (Weather/Emergency)

Should the school need to be closed (for example, due to heavy snow), parents will be informed through local news reports, the school website and we will endeavour to let you know through text alerts.

School Dinners

Should you wish to provide your child with a **healthy packed lunch** we can accommodate this. Sweets, glass bottles and cans of drink should not be included in school lunchboxes.

Please also refer to ‘Lunchtimes’ above.

School Rules

In each classroom there are four golden rules. They are:

1. We look after our things and our school.
2. We keep our hands and feet to ourselves.
3. We always try our hardest.
4. We do as we are asked first time.

There are structured rewards and sanctions which are implemented at the teacher's discretion. When we notice positive behaviour we may put them on the 'happy' side and then, if they are noticed again, the child would get a tick next to their name. This continues until the end of the day, when we look at the rewards and hand out stickers, team points and even post cards home as appropriate.

With regards to sanctions, we clearly explain consequences of poor choices. We normally speak to the child, giving them clear expectations and reminders before using the sanctions below. However, children are taught about sanctions and they are applied where appropriate.

Rewards		Sanctions	
Name	Well Done	Name	Warning
Name ✓	1 house point	Name ✓	5 minutes reflection time
Name ✓✓	1 house point + sticker	Name ✓✓	5 minutes off play
Name ✓✓✓	Postcard to go home	Name ✓✓✓	See Mrs Browning/Teacher in Charge and a note goes home

School Teams

Your child(ren) will be in one of four teams: Eadburgha, Lygon, Russell or Morris. Children are awarded team points for a wide range of reasons, including good behaviour, and effort and application in their work. A record is kept each week of the number of team points each child collects, as well as the number of team points for each team. The winning team is then celebrated in assembly each week. Individual children collect team points to earn certificates which are given out in Class Assemblies. Parents will be informed in advance should their child be receiving a reward.

School Website

Our school website is www.broadway.worcs.sch.uk The website is regularly updated with news and dates. Several school policies are available via the website.

Snack

Children in Reception, Year 1 and Year 2 are provided with a piece of fruit each day. Children in other years are welcome to purchase fruit. This needs to be ordered in advance; please ask at the office for details.

Special Needs

Every child is unique. Sometimes they require a little extra help, at which point we will make a plan to support them in partnership with parents. Some children only require help for a short time.

Specialist help will be accessed as and when appropriate.

The teacher responsible for overseeing the care of children with special educational needs is the SENCO (Special Educational Needs Co-ordinator). If you have any queries or questions, please do not hesitate to speak to your child's class teacher and/or Mrs. Browning.

Swimming

Children in certain year groups have swimming lessons during the Autumn term only. You will be informed of the timetable for this throughout the year. To enable us to continue with this provision for children we will request a voluntary donation towards the cost of the swimming lessons.

Teacher Training Days

There are five Teacher Training days a year. They are commonly known as TED days. Children do not come to school on TED days. The TED days are listed on the newsletter and shared with parents at the beginning of each academic year.

Uniform (Including PE Kit)

Our uniform consists of:

BOYS

- Grey trousers or grey shorts in summer
- White polo shirt
- Navy school sweatshirt or cardigan with school logo
- White or grey socks
- Black shoes
- Navy T-shirt or white T-shirt (for PE)
- Navy shorts or jogging bottoms in winter (for PE)
- Black pumps (for PE)

GIRLS

- Grey skirt/pinafore dress/trousers or a red gingham dress in summer (please note that girls may wear shorts underneath their dresses in the summer)
- White polo shirt
- Navy school sweatshirt or cardigan with school logo
- Black shoes (or black boots in wet/cold weather)
- White or grey socks or tights
- Navy T-shirt or white T-shirt (for PE)
- Navy shorts or jogging bottoms in winter (for PE)
- Black pumps (for PE)

GENERAL

- Blue book bag
- Navy PE bag for swimming and PE or a navy rucksack
- Cap or hat for the summer

- Water bottle (the first one is provided free of charge)
- School fleece/waterproof jacket – optional but really useful for school trips etc.

You may buy uniform with the school badge sewn on to polo shirts and jumpers/cardigans/coats from The School Shop in Evesham or TESCO (online). (Please see leaflets). Second hand uniform is also available to buy through Mrs Gibbs (please ask the Office for details). Replacement water bottles are available via the school office for £1.

With regards to jewellery only one pair of plain stud earrings are allowed, and they are to be removed for PE. Long hair is to be tied up. No make-up or hair braids are allowed.

Please note that children are allowed to bring old trainers/wellington boots and waterproof trousers/old jogging bottoms for playtime in the winter as we allow access to the field as often as possible.

Working Together

You are your child's primary teacher. You have taught them from the moment they were born and we want to work with you to help progress your child's learning further. Part of this is regular communication so that you know what is happening in school at the beginning of each term. Another part of this is to have a Home-School Agreement. This provides a clear understanding of the expectations of school on parents and children and also what parents and children can expect from our team.

Wraparound Club

We have both a morning club and an afternoon club. The morning club opens at 7.30am and includes breakfast. The after school club is open until 5.30pm. There is a choice of three sessions each day: end of school to 4.30pm, end of school to 5.30pm and end of club (4.15pm) until 5.30pm. A light meal is also offered. There is a charge and parents are encouraged to book places at least a week in advance.