



New Pupil's Handbook

We have written this booklet to give you information which we hope will help and support you and your child at this exciting time.

Welcome to Berewood Primary School; our academy school which opened in September 2014. My name is Megan Carter and I am Berewood's headteacher. We are proud to be a member of the University of Chichester Academy Trust and I am delighted to be its headteacher as the Berewood community grows with us and around us. I work with our highly skilled staff and a dedicated Governing Body to secure the best possible education for our children.



Berewood Primary School has been built to support the new major development area to the West of Waterlooville and it serves the children of Berewood whilst working within the broader locality group of schools in Waterlooville. We provide an education for children from the age of 4 to 11. We are proud of all our children and recognise the hard work and determination they show in their everyday learning and achievement, and their role in helping us to create our vibrant, happy and successful primary school.

The ethos of our school is one of participation and taking personal responsibility. Our work each day is governed by our school values - the Berewood Bonds - which children learn about from the moment they join our school. We expect all involved with the school to show respect and care for others, and we build up a sense of community and personal commitment to achieving our best. At Berewood every child matters and every day is a day for learning and making progress.

The school is a stunning building with bright classrooms, the latest technology, and a library at its heart, all of which help us to provide many opportunities for enrichment. Our beautiful and carefully landscaped grounds mean that learning can take place both inside and outside, helping us to make lessons active and engaging, and to enhance our creative and exciting curriculum. We are all fortunate indeed to enjoy such a wonderful, purpose built, modern working environment.

At Berewood Primary School we work together in partnership with the University of Chichester Academy Trust, our local community and our parents to secure the good progress of all our children.

I look forward to meeting you,
Best wishes,

A handwritten signature in black ink, appearing to read 'Megan Carter'. The signature is fluid and cursive.

Mrs Megan Carter, Headteacher

Forms

Please make sure you have sent back all necessary forms prior to your child's start date.

Check List

- Registration Form
- Pupil Health Information Form (yellow)
- Tapestry Form (Yr R)

The School Day

School officially starts at 8.40am. (doors open at 8.35am.)

If your child is going to be late due to a dentist or doctor's appointment, please inform the school office and provide evidence of the appointment. If you are running late for any reason please make sure you call the school office and let them know.

Play times

Games and equipment are available to all children at playtimes, and the climbing frames (known in school as trim trail), for Year 1 – 6, are used on a rota basis. Please note that the school is not responsible for supervising the playground before and after the school day when they remain your responsibility. Children go straight into classrooms from 8.35am.



Snacks

Children have the opportunity to drink as much water as they wish. Please bring a clearly labelled **water** bottle which will be sent home each day for washing and refilling with water.

Children in Year R, 1 and 2 are provided with a piece of fruit (sometimes a carrot) each day at morning playtime. Children in Year 3, 4, 5 and 6 are welcome to bring in a snack. **Do not put juice or squash in their bottle.**



Snacks should be a healthy, savoury choice. We are aware that some children eat breakfast very early and going all the way to lunchtime without anything can be too much. Please don't send any sweets or chocolate but we will accept crisps, crackers, cereal bars. Remember we are a nut free school.

Lunch times

During lunch time your child will be supervised by school staff. They will eat their lunch in the hall and will sit together as a class.



We encourage healthy eating. Hot lunches are available at the school and the menu can be found on the school's website. All children in Reception and year 1 and 2 are entitled to a free school dinner on a daily basis that is funded by the Government. Packed lunches may also be brought in from home. **We are a nut free school, so please ensure your child does not bring nuts in, including in spreads, as part of their lunch (for the safety of others who may be allergic).** If your child has any food allergies please make sure you register it with our school meal provider HC3S <https://specialdiets.hants.gov.uk/> so they can provide your child a special menu.

Please ensure all lunch boxes are clearly named and do not use glass containers or send cans and fizzy drinks. Children can take their drinking bottles to the hall for their lunch, but you may wish to provide an additional drink such as a carton of juice as an alternative.

The end of the day

School ends at 3.20pm. Parents must inform the school as to which adults have your consent to collect your child. This information is recorded on the Registration Form. Should you make any changes or additions to your arrangements you must inform the School Office. Please note, no child will be allowed to leave the school with an adult who is not named on the form, unless you have contacted the office first.

Last minute changes to home time arrangements

We understand of course that there are times when for reasons beyond your control, you may need to make last minute changes to home time arrangements. With this factor in mind, please can we ask that all changes made after drop off in the morning, are communicated to the school office no later than 3:00 p.m. In this way we can then get the message to the classroom in good time for the end of the day.

Breakfast and After School Clubs

We are very fortunate to be able to provide both onsite breakfast club and after school club. These provisions are run by outside agencies and places need to be booked directly through them.

Breakfast Club and After school Club: JC Sports 0800 994 9164
wraparound@jc-sportsonline.com

After School Activities

We have a variety of after school clubs throughout the week. Please see table below. If you would like your child to attend any of these clubs, please contact the provider of the club. Some of these clubs are age restricted and may not be available for all children. Generally, no afterschool activities are available for children in the first term of Year R.

Day	Activity	Run by:	Contact details
Monday	Karate	Southern Karate Association	07738 914291 ska.heather@gmail.com
Monday	Sports *	JC Sports	0800 9949164 admin@jc-sportsonline.com
Tuesday	Sports *	JC Sports	0800 9949164 admin@jc-sportsonline.com
Tuesday	Spanish	Mariposa Languages	07915316345 hola@mariposalanguages.com
Wednesday	Sports *	JC Sports	0800 9949164 admin@jc-sportsonline.com
Thursday	Sports *	JC Sports	0800 9949164 admin@jc-sportsonline.com
Friday	Musical Theatre	Fleur's School of Performing Arts and Theatre Craft	www.fleursschoolofperformingarts.co.uk

*check the website for this terms clubs <https://www.jc-sportsonline.com/>

The afterschool activities can change, please contact the office for the up to date information



What your child needs to bring and wear

At Berewood Primary School we want children to wear their uniform with pride, and to enjoy being smart and ready for learning.

Please could you remember to label all clothes and equipment which are brought to school with your child's name, so we can return them to you should they be misplaced.

We would be grateful if your child could bring a coat to school on all but the hottest of days. We encourage children to put on and fasten their own coat.

This is a list of other things which your child will need:

- A Berewood Primary School book bag
- A pair of Wellington boots to live at school
- A waterproof suit or trousers and jacket to live at school on their peg
- A water bottle
- A sun hat, when appropriate. Children should come to school wearing sun cream in the summer term and other times when hot weather is expected (please note that school staff cannot put sun cream onto your child).

**There is no space for rucksacks, so we ask that our children do not bring them.
Thank you.**

School Uniform

Acceptable uniform (all pupils)

Grey skirts, shorts or grey trousers together with a white or purple shirt/polo shirt and purple sweatshirt or cardigan (with or without school logo). In summer purple and white dresses are suitable to be worn by pupils as well.

Footwear (all pupils)

Shoes should be black and be safe for use around school. We encourage Velcro and not laces to encourage the children's independence.

PE kit (all pupils)

PE kit consists of black or purple sports shorts (not hot pants) and school T-shirt or plain white or purple T-shirt. Children will need a pair of trainers that are appropriate for sport. In the colder months' children will need a pair of plain black jogging bottoms and a plain black hoodie or sweatshirt for their outdoor PE lessons. On PE days, children will wear their PE kit to school instead of their school uniform.

Our uniform is stocked by Hampshire Uniforms and by Skoolkit Ltd. You can visit their www.hampshireuniforms.co.uk or www.skoolkit.co.uk

Please remember that many items such as shorts, trousers, dresses and polo shirts and blouses can be bought locally for a reasonable cost.

Absences in term time

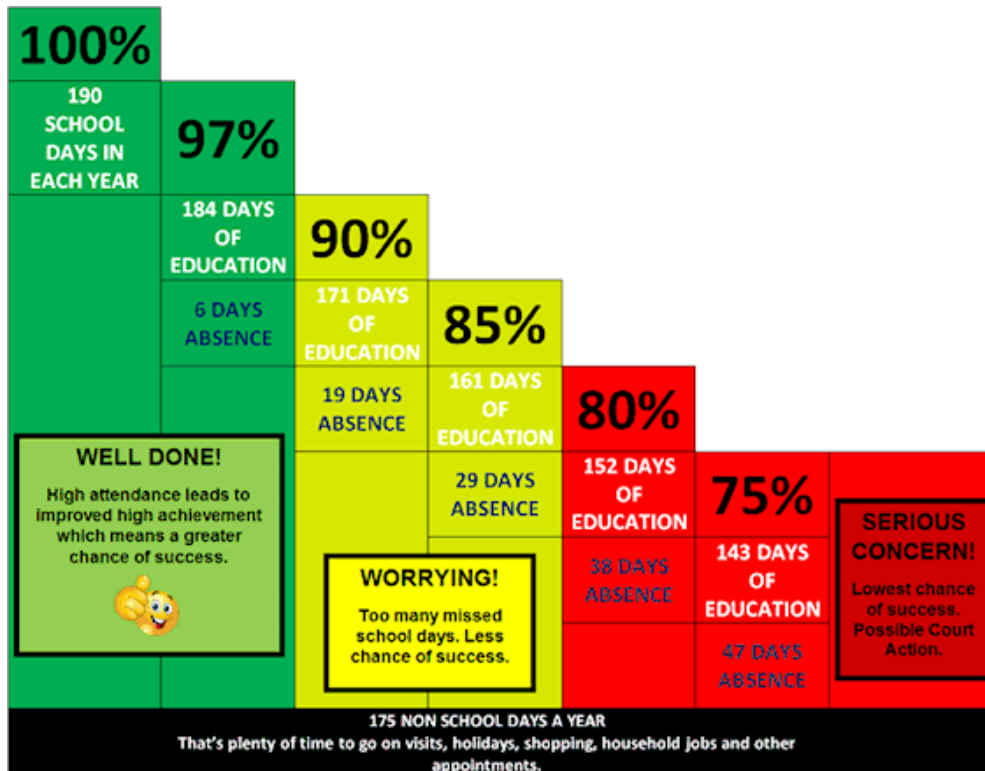
Schools are required to keep accurate attendance registers with every absence noted and accounted for, whether they are authorised or unauthorised. The Government has directed that Headteachers may only grant leave for a holiday in exceptional circumstances; therefore **holiday absences are always unauthorised**. If you need to make a request for absence on other grounds, such as religious observance or exceptional circumstances, Mrs Carter is always happy to discuss such events with you.

Hampshire County Council 'Request for Authorised Absence due to exceptional Circumstances form' must be completed and handed into the school office, to request any absence from school in advance.

In line with Hampshire County Council Policy, Fixed Penalty Notices are given for more than 10 unauthorised sessions within a 100 day period; a school day is two sessions, AM & PM. In the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any further unauthorised leave this may result in further legal action for you, such as prosecution or an Education Supervision Order.

Persistent late arrival at school after the register has been taken will be recorded as an unauthorised absence. Please see the school policy or ask our colleagues at the office for more information.

If your child is unwell, it is your responsibility to please **inform the office, kindly note that they will contact you during the morning if they have not heard about your child by 9:00am**. If your child has a medical appointment, it will be authorised. Evidence of this appointment must be shown to the school office for such an absence. This will ensure that all is recorded correctly. Please try whenever possible to schedule medical appointments outside of school times.



Medical concerns

Your child’s health is important to us so please ensure that we are fully aware of any medical conditions. Our Office team oversee all medication in the school and we are always happy to help. **Please note that we can only administer medication if it has been prescribed by a doctor.** If your child is unwell at school, we will contact you. If you are concerned that your child may not make it through the school day, please share this with a member of school staff, without letting your child hear you telling us! If your child has a condition such as conjunctivitis or has been sick, the office will be happy to advise you on the appropriate time for your child to return to school in line with advice from Public Health England. If your child is absent from school, please telephone the school office before **9:00am**.

A yellow pupil health form is contained within your registration pack. If your child does have a medical condition that we need to be aware of it is imperative that you provide as much detail and supporting evidence as possible, to enable us to complete a health care plan for your child. If your child has a diagnosis of asthma we require an inhaler and spacer device to be kept in school. If your child has an allergy, which requires an epi pen, please ensure you have ordered an extra pen to be kept in school.

First aid

The school is responsible for providing staff fully trained in first aid and this includes paediatric first aid for our youngest children. Any child who is hurt will be comforted and treated by one of our first aid trained staff members. We’ll send a note home with your child, if they’ve bumped their head or had first aid administered. If the injury is more serious we will contact you by phone.

Risk assessment

If your child has sustained an injury such as a fracture or sprain, a risk assessment will need to be completed with a member of the Admin or Senior Leadership Team before your child can return to school. Please call the school office to arrange this.



Behaviour

We have three school rules at Berewood Primary School that all behaviour, positive and negative, is linked to and built upon.

The Berewood Bonds

We are KIND and HELPFUL

We are RESPECTFUL and SAFE

We are RESILIENT and HARDWORKING

To support the children, we establish simple rules and routines;

- We have clear limits that are fair and age appropriate.
- We describe exactly what we want the children to do and give reasons.
- We praise the behaviour that is conducive to a successful learning environment for all.
- We listen to your children's views and negotiate solutions to problems.
- We listen to the children and give them time to explain their side.

Children who do not respond to requests to play with other children appropriately or treat equipment correctly will be removed from that activity and supported to learn how to improve their choices of behaviour. There may be times when a child's behaviour will be discussed with you as a parent so that you can support us by talking through an incident at home. For serious incidents, or if a child does not respond to the class teacher, they will be spoken to by a member of the Senior Leadership Team. An incident of this nature will always be reported to the parent.



Rewards

Children are rewarded in the school community when they are following 'The Berewood Bonds'. This may result in being awarded a house point or given a sticker that show which Berewood Bond they have demonstrated.

On a Friday there is a Celebration Assembly, these assemblies are focussed on effort, positive behaviour, academic achievements, and demonstrating school values.

Soon after arriving at school, all children will be placed into one of the four Houses: **Eagles**, **Falcons**, **Hawks** and **Owls**. They can earn points for their House across the year and when they have collected enough individual house points, they will be awarded with a Bronze, Silver and then Gold House Point Certificate in Celebration Assembly. We also plan events and activities throughout the year so that they can meet with their House teams and enjoy being part of a House with children across the school. Children with siblings in school are allocated to the same House.



The Governing Body at Berewood Primary School

The school has a Local Governing Body which includes parent governors. Our chair of Governors is Mrs Charlotte Corp. More information can be found on the school website. If you are interested in becoming a governor, then please speak with Mrs Carter in the first instance.

The Parent Teacher Association

The school has a busy PTA (Parent Teacher Association) which was established in the first term of opening. They have a committee which meets regularly, and all parents and carers are members of the PTA and can attend any meetings. If you are interested in supporting this work in our school, please speak to Miss Fitzgerald via the school office or ask to speak to a member of the Committee. They can be contacted by their email berewoodpta965@gmail.com or through the school office.

The University of Chichester Academy Trust

Berewood Primary School is proud to be a member of the University of Chichester Academy Trust, which supports a growing number of schools in West Sussex and Hampshire. We share the Trust's aims and vision and value all it adds to the development and success of our school.

Helping at Berewood Primary School

If you are interested in helping at the school, please let your class teacher or the office staff know. Parent helpers do not usually assist in their own child's class, but we are always grateful for any time you might have to hear readers or support children in classes across the school. All helpers are required to have a Disclosures and Barring Service (DBS) check (previously CRB check) before they are able to start helping.

Safeguarding

Berewood Primary School is committed to safeguarding all our children. For further information, please see information recorded in the Prospectus and on our website, where copies of the Child Protection Policy and other safeguarding policies are also available.

Our Safeguarding Leads are

- Mrs Megan Carter, Headteacher
- Mrs Sally Nelson, Deputy Headteacher
- Mr Andy Gubbs, Assistant Headteacher
- Miss Laura Annalls, SENCo.



We are looking forward to getting to know you and welcoming your child, as we build on their learning at our school and establish an important partnership together.

Don't forget...Please talk to us if you have any concerns.



If you would like to receive this handbook in an alternative format, please contact us.

Telephone: 02394 006070

Email: office@berewoodprimary.co.uk

School website: www.berewoodprimary.co.uk

