

## **General Information**

Berrywood Primary School  
Maunsell Way  
Hedge End  
Southampton  
SO30 2TL

Telephone: 01489 780068  
Fax: 01489 788841  
E-mail: [office@berrywoodprimary.co.uk](mailto:office@berrywoodprimary.co.uk)  
Website: [www.berrywood-pri.hants.sch.uk](http://www.berrywood-pri.hants.sch.uk)

**Headteacher: Mr Chris Reilly, B.A (Hons)**

The school is a Primary School for pupils aged 4 – 11 years and is maintained by Hampshire Education Authority -

Children's Services Department  
Hampshire County Council  
Elizabeth II Court East  
The Castle  
Winchester  
SO23 8UG

Telephone: 0300 555 1384

**Director of Children's Services: Steve Crocker**

Dear Parents and Carers,

It is with great pleasure that we welcome you and your child to Berrywood Primary School. It is our greatest wish that your child will be happy, fulfilled and thrive as a learner throughout their time with us. We have a strong commitment and desire to be an excellent school where the development of the whole child is central to all that we do.

There is a great deal of information contained within this booklet that we hope you will find useful. Please do not feel that you have to commit every detail to memory. As a parent of children that have recently started school, I feel the most effective support I have been able to give is in sharing their delight when steps in learning have been taken and in encouraging them to persevere when things don't come easily.

Our most recent Ofsted report demonstrates the high quality education provided at Berrywood Primary School. We hope that you will find the experience of being a parent here a positive one. There are many ways in which you can make a contribution to school life. The fundamentals will be in listening to your child read and maintaining a keen interest in their homework and general engagement with school life. Beyond this you are warmly encouraged to be an active supporter of the Berrywood School and Parent Association (BSA for short). From time to time opportunities to join our Governing Body also crop up for those who want to take their level of involvement that little bit further.

On behalf of all of the fantastic members of staff at this school we say welcome and we very much look forward to working with you over the coming weeks, months and years.

Yours sincerely,

Chris Reilly

**..... and from the Governing Body**

The Governing Body has a general responsibility for seeing that the school is run effectively, acting within the framework set by legislation and the policies of the Local Authority (LA), so that it provides the best possible education for its pupils. The Governing Body is responsible to parents and the LA for the way the school is run.

There are many changes taking place in Education and we all have to adapt to the new demands made upon us, but both the staff and the Governors of the school always keep in mind that any decisions that they take must have the children as their prime concern, recognising and providing for their individual needs.

The day to day running of the school is the responsibility of the Headteacher. Liaison with the Governing Body and school staff is a high priority in order to maintain a close partnership. The whole Governing Body has a minimum of two meetings per term. In order that the Governing Body can function effectively committees are formed. These committees look into specific issues, make decisions and report findings to the whole Governing Body through minutes.

The Governing Body is a group. Individual governors have no power except where the whole Governing Body have delegated a specific power to that individual.

The Governing Body has an excellent partnership with Chris Reilly, his staff and the parents and will continue to work together for the children of Berrywood School and are delighted with the way in which the school has established itself in the local community, and beyond.

The Governing Body appreciates parents may wish to discuss issues related to school policies. Contact can be made with governors by letter, which can be placed in the school office, or by approaching any governor directly. It is hoped that parents would discuss any issues with the Headteacher in the first instance.

We are confident that your children will be given every opportunity to develop and grow within the caring environment and wish them well in their time with us.

## Governing Body

<b>Local Education Authority Representatives</b>	<u>Term of Office Expires</u>
Vacancy	
<b>Co-opted Governors</b>	
Mrs A Millman (Chair)	30.11.24
Mr A Dean	07.12.24
Stephen Ashe	27.01.24
Mrs H Staszkieucz (Vice Chair)	24.09.26
Matt Lamey	07.02.26
<b>Elected Parent Representatives</b>	
Vacancy	
Rachel Whitfield	18.12.23
Paul Hoskins	18.12.23
<b>Elected Staff Representative</b>	
Mrs K Woods (Teacher)	24.09.24
<b>Associate Governors</b>	
Mrs L Ainsworth (DHT)	31.08.23
<b>Chair of Governors</b>	
Mrs A Millman	
<b>Clerk to the Governors</b>	
Mrs J Woolley	01489 780068

Parent governors are elected by the parents of children attending the school. When a vacancy occurs, parents are informed by letter and given the opportunity to stand as candidates. If more nominations than places available are received, then each parent has one vote, by secret ballot, to elect their governor representatives.

A governor's term of office lasts for four years and if the child of that governor leaves the school, they are entitled to complete their term of office.

**To contact the chair of governors** please email to [office@berrywoodprimary.co.uk](mailto:office@berrywoodprimary.co.uk) and put 'Chair of Governors' in the subject field. If possible, it is always helpful to add a little bit of context at this stage. This email will then be forwarded on by the Clerk. Alternatively, you can send or bring a letter to the school addressed to the Chair of Governors. This can be posted, handed in at the reception, or posted in the post box in the school foyer.

**Berrywood Primary School – Our Values**

The children of Berrywood are relentlessly encouraged to embrace new challenges, and to see mistakes as an opportunity to learn and improve. We help our children to understand that self-esteem and meaningful relationships with others are always founded on their respectful outlook and conduct.

Members of staff are encouraged to evaluate the impact of their work through the success of their pupils. Professional learning, collaborative development, and a strong commitment to the school's vision characterise a culture of integrity and ambition at Berrywood. Likewise, a concern for the well-being and fulfilment of members of staff is an embedded fundamental at all levels of school leadership.

It is these values that have successfully driven school improvement in recent years.

For more information about how this feeds into our curriculum, please refer to 'The Berrywood Way' on our school website under the 'Curriculum' tab.

## **Parents at Berrywood**

### **Berrywood School Association**

The Berrywood School Association (BSA) is an active Association which involves parents and staff of Berrywood Primary School. It is the body behind the many social and fund raising events that take place throughout the school year. These events include a Christmas Fayre, Summer Fayre and a firework event, to name but a few!

The purpose of all our social events is to bring together the parents, pupils and staff of the school in a friendly and fun atmosphere.

Through these events and with the great support that has been given, the BSA has raised funds for the school and so has been able to provide lots of extra much needed, items for the benefit of the children.

The BSA has an elected committee which meets regularly to discuss forthcoming events. All parents are members of the BSA and are invited to participate in any event at whatever level they may choose. Whether it be as a committee member, helper on the day, or through the support of attending a function.

Our aim is to extend a welcoming hand to all of our new parents and to bring together our community by encouraging all parents to support and enjoy school activities.

## **Staff List**

### **Teaching Staff**

**Chris Reilly** – Headteacher BA (Hons)  
**Lisa Ainsworth** – Deputy Headteacher BA (Hons) Psychology  
**Kate Woods** - Assistant Headteacher BA (Hons) Early Years

**Catrin Burt** BA Joint (Hons) German & History

**Clare Brown** B.Ed (Hons) Dance

**Natalie Cockell** PGCE (Hons) Sociology

**Tom Davies** PGCE (Hons) Sports

**Matilda Fairlie** BA (Hons) PE

**Andrea Fisher** B.Ed (Hons) English

**Christina Fryer** B.Sc (Hons) Psychology

**Richard Hawkins** B Ed Primary Education

**Joanna Hampson** B.Sc (Hons) Geography

**Lucy Hounsham** B.Ed (Hons) Mathematics

**Laura Hunter** PGCE B Sc (Hons)

**Sarah Krauspe** B Ed (Hons) Science

**Georgina Lowe** BA (Hons) Primary Education

**Kerry McFarland** PGCE (Hons) Mathematics

**Rosemary Page** BA (Hons) Primary Education

**Anna Paterson** B Ed (Hons) English

**Lauren Phillips** BA (Hons) Early Years

**Ania Pitter** B.Ed (Hons) Mathematics

**Timothy Rolfe** PGCE (Hons) Primary Education

**Kevin Roy** BA (Hons) Theology

**Sarah Sheath** B Ed (Hons) Fine Art

**Amy Spencer** BA (Hons) Science

**Max Statham** PGCE (Hons) Media

**Sophie Travers** PGCE (Hons) Sociology

**Emily Tindale** BA (Hons) Primary education

**Charlotte Wareham** BA (Hons) Mathematics

**Louisa Webb** B ED (Hons) PE

**Helen Wilkie** BA (Hons) English

**Lisa Yeoman** PGCE (Hons) English

### **Administration Staff**

**Julie Woolley** – School Business Manager

**Jo-Anne Bates** – Administrative Assistant

**Alison Morant** – Receptionist

**Jane Simmons** – Clerical Assistant School Meals/ Resources/trips/Berries Administration

**Kim Steward** – Clerical Assistant/Receptionist

**Anita Farrell** – Fundraising Assistant

### **Learning Support Assistants**

Karen Adams	Natasha Emm
Nicola Anderson	Alison Hayter
Rachel Anthes	Caroline Hearn
Anca Antoci	Phillippa Miles
Abigail Bates	Fiona Osgood
Kelly Butterworth	Caroline Price
Vicky Carr	Joanne Rappini
Sarah Dean	Chloe Roles
Margaret Dolton	Rachel Stammers
Joanne Everett	Amanda Trenchard
Anita Farrell	Kim Walker
Emma Glanville	
Kim Gover	
Deborah Hannan	

### **Higher Level Teaching Assistant**

Louisa Webb	Sally Harfield
-------------	----------------

### **Special Needs Assistants/Nurture**

Debbie Ball	Sarah Nicholls
Jo Bhatnager	Alison Pescott
Esther Douglas	Hanna Purnell
Vikki Dufosse	Lynsay Sharpe
Samantha Gritt	Samantha Stevens
Emma Hailston	Claire Symonds
Sam Knight	

### **Library Assistant**

Nicky Hart

### **Berries School Club Staff**

Kim Gover	Sam Knight
Louise Buckley	Jacki Knox
Nicky Hart	Shakera Khanom
Vicky carr	Fiona Osgood
Mandy Clark	Samantha Rickman
Margaret Dolton	Kim Steward
Emma Hailston	Caroline Sweatman
Alison Hayter	Caroline Price
Debbie Hannan	Trudi Terrell
Fiona Jenks	Tamara Turner

### **IT Technician**

Sandra Whittlesea

### **Site Manger**

Ian Singleton

### **Site Assistant**

Gemma Hare

### **School Cook**

Vicky Annets

# Berrywood Primary School

## Admission Policy 2023-2024

This policy will be used during 2022/2023 for allocating places in the main admission round for entry to Year R in September 2023. It will also apply to in-year admissions during 2023/24. It does not apply to those being admitted to nursery provision.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

### Published Admission Number (PAN)

Each school has a published admission number (PAN)<sup>1</sup> for entry to Year R. The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants.

The PAN for Berrywood Primary School for 2023-2024 is **90**

### Admissions Process

The County Council will consider first all those applications received by the published deadline of **midnight on 15 January 2023. Notifications to parents offering a primary or infant school place will be sent by the County Council on 17 April 2023.**

Applications made after the deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

### Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming Berrywood Primary School will be admitted. Where possible such children will be admitted within the PAN.

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (*see definition i*).
2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (*see definition ii*). Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends Berrywood Primary School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.

---

<sup>1</sup> The PAN applies to the relevant year\* only. For other year groups at the school, different admission limits may be applied. Please ask the school or local authority for details.

\* The relevant year is the age group at which pupils are or will normally be admitted to the school i.e. reception, year 3, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).

3. Children of staff (*see definition iii*) who have, (1) been employed at Berrywood Primary School for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children living **in** the catchment area (*see definition iv*) of Berrywood Primary School who at the time of application have a sibling (*see definition v*) on the roll of the school who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]

5. Other children living **in** the catchment area of Berrywood Primary School.

6. Children living **out** of the catchment area of Berrywood Primary School who at the time of application have a sibling (*see definition v*) on the roll of Berrywood Primary School who will still be on roll at the time of admission. [Where a sibling was allocated a place at Berrywood Primary School in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at Berrywood Primary School under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].

7. Other children.

### **Definitions**

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(ii) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

(iii) 'Staff' includes all those on the payroll of Berrywood Primary School who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian, or a resident step parent.

(iv) A map of the school's catchment area is available on the school's details page of the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Criteria 4 and 6 include children who at the time of application have a sibling for whom the offer of a place at Berrywood Primary School has been accepted, even if the sibling is not yet attending

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school. To identify the child's catchment school please use <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder/>. Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

### **Tie-breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

## **Additional Information**

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access placements by the local authority**

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year R, the waiting list will be maintained centrally by the local authority until 31 August 2023. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year R, the waiting list will remain open until 31 August 2024, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who

want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Starting school**

Pupils born between 1 September 2018 and 31 August 2019 (inclusive) are entitled to full-time schooling from September 2023. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2018 (inclusive) reach compulsory school age on 31 December 2023, at the start of the spring term 2024.
- 1 January and 31 March 2019 (inclusive) reach compulsory school age on 31 March 2024, at the start of the summer term 2024.
- 1 April and 31 August 2019 (inclusive) reach compulsory school age on 31 August 2024, at the start of the new school year in September 2024.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2024. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2022 to ensure that an informed decision is made. Guidance on decelerated admission for summer born children, including how to make a request, is available on the County website at [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

### **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

## Admission to Berrywood

Our published admission number (PAN), which relates to the accommodation and overall capacity of the school, is 90. As a three-form-entry school this means, in real terms, three classes of Reception children. A school has to consider all requests for admission up to the time when the standard number has been reached.

Children can be admitted to school in the September of the academic year in which they are going to be 5 years of age. The academic year starts on 1<sup>st</sup> September and ends on 31<sup>st</sup> August.

Information regarding admissions is available from the school office between 8.30am - 6.00pm term time only.

\*School hours are;  
8.30am - 12 noon      1.00pm - 3.15pm

Children should not arrive at school before 8.30am.

## Lunchtime

The lunchtime period runs from 11:45 noon – 1:00pm. The children will have half an hour to eat their lunch and half an hour for outdoor play during this time slot. The exact timing of the lunch hour is dependent on which year group your child is in. We have an excellent school meals service, cooked on our own premises by HC3S (Hampshire Caterers). Every day there is a choice of either two menus (a vegetarian or meat option) or an additional choice of a filled jacket potato, the emphasis being on healthy eating. A weekly menu is displayed at the school reception. The cost of a meal from September 2023 is £3.00 per meal. Children in Years R, 1 and 2 are eligible for a free school meal under the governments Universal Free School Meals initiative.

Children can also bring a packed lunch in a suitable container which are eaten alongside the children having a school meal. The packed lunches are stored on trolleys outside of the classroom and therefore a cool pack is advisable during the warmer months.

Please note that we have several children at the school who suffer with severe nut allergies. For this reason, we are a **nut free school**. Please be considerate when packing your child's lunch box or snack to ensure they contain no nuts.

We have a number of lunchtime supervisory assistants and learning support assistants who supervise the children during the lunch break. They encourage the children to behave appropriately when eating their meal and during the remainder of the lunch hour. There are also various lunchtime activities for the children to take part in throughout the school year.

## Berries Breakfast, After School and Holiday Clubs

The school operates a breakfast, afterschool and holiday club which is run by school employed staff. If you are interested in a place at any of these clubs you can pick up a registration form from the school reception or download a form on our school website. These clubs are extremely popular and therefore, on occasion, waiting lists are in operation and places cannot be guaranteed.

### Breakfast Club

Breakfast Club is available daily from 7.45 am. The club for children in Key Stage 2 (Years 3 – 6) runs from the phase 3 drama room. You do not have to pre-book your place and may attend on an ad-hoc basis.

The club for younger children in Early years and Key Stage 1 (Years R, 1 + 2) operates from the hall and places must be pre-booked. You will be invoiced half termly in advance for these sessions.

For both clubs the charge from September will be £3.75 and includes a breakfast, supervision and play equipment/resources.

### Berries After School Club

Berries after school club runs from 3.15pm – 5.30pm daily (term time only). The current charge is £9.90 per session. Places must be pre-booked and unfortunately, due to the popularity of these clubs, **ad-hoc attendance cannot be accommodated**.

## Transport

Please make your own arrangements to take children to and from school. **Parents' vehicles are not allowed onto the school site between 8:00 – 9:00 am and after 3:00 pm.** This is to ensure the safety of your child. Care should be taken when parking in the roads on the perimeter of the school to ensure courtesy to local residents (i.e. not blocking driveways) and not parking on pavements in order to keep them clear for pedestrians. Young children do not always think before acting - your child's life may be at risk if you don't park sensibly. **Similarly, there is no access for parents' cars to the school site to drop off or collect children from any clubs either before or after school** with the exception of Berries breakfast or after school clubs. Parents may use the car park for this purpose only **before** 8.00 am or **after** 5.00 pm. A Park and Stride operates from the Drummond Centre on Drummond Road.

## School Uniform

The school colours are **maroon** and **yellow**. The following items of clothing are recommended as being suitable and practical for school:

- Grey skirt or pinafore dress (flannel, in either natural or synthetic fibres)
- Grey trousers or shorts (flannel, in either natural or synthetic fibres)
- Yellow polo shirt
- Maroon sweatshirt with yellow school logo
- Yellow/white cotton dress for girls in the summer (optional)

The children should wear suitable **shoes** for school which do not make it difficult or dangerous for them to take part in certain activities. In the summer term sandals are acceptable when worn with socks.

The following clothes are compulsory for PE and Games:

- Shorts or leotard
- T-shirt or sports top in your child's house colour (you will find this information in your welcome pack)
- Plimsolls/trainers

- Drawstring **PE** bag
- Tracksuit to wear in the colder weather

Year 4 pupils take part in swimming lessons and will need:

- Swimwear (one-piece costume for girls and trunks not shorts for boys)
- Towel

School uniform is available from Skoolkit or online from myclothing at [www.myclothing.com](http://www.myclothing.com)

Please ensure that **every** item of clothing or equipment is **clearly marked with your child's name** so that all lost property can be returned promptly. Sewn-in labels are more effective than the iron-on variety.

### **Hair Style**

Hair should be neat and tidy and worn with no extremes of style or colour. Longer hair should be tied back in some way as to make it safe. Any hair accessories such as clips, slides or headbands should be simple and safe.

### **Jewellery**

Pupils are permitted to wear watches at school if the watch has been marked with the child's name or initials. The school cannot, however, be held responsible if watches are lost or damaged.

Jewellery is not an appropriate part of school dress and children are discouraged from wearing rings, earrings, necklaces and brooches at school.

Children are involved in a wide variety of activities at school and jewellery can easily become caught or snagged in hair, clothing or equipment. If an item of jewellery is broken or lost it can cause distress and upset to the owner and interrupt the smooth running of the school day.

Simple safety studs can be worn by those children whose ears have been pierced.

No child is permitted to wear jewellery other than stud earrings (see below) in physical education, swimming or games lessons for obvious reasons of safety. Children with safety studs are required to either cover the stud with micro pore tape before taking part in P.E or remove them.

Berrywood Primary School will respect variations to our school uniform if they are directly related to established religious traditions. However, any variation will be dealt with on an individual basis and judgements will remain at the discretion of the Headteacher and the governing body.

### **Property**

The school cannot be responsible for any money, jewellery or property that children bring to school. Children should be discouraged from bringing personal items - toys, etc. into school.

### **Mobile Phones**

We do not actively encourage children to bring mobile phones into school and do not have the facilities for them to be stored securely during the school day. We do however, understand that in years 5 and 6 children become more independent and may have permission to walk to and from school on their own. In this case, if it is deemed necessary, children may bring in a mobile phone but it must be turned off on arrival at school and **stored in their book bag, in their tray, for the duration of the school day**. Please note that the school will not accept any responsibility for the loss or damage of any phone brought into school. If you wish for your child to bring a mobile phone to school, a parent permission letter must be completed and returned to the school.

## Arriving and Leaving School outside Normal School Hours

Children will only be released during the school day if they are collected by you or if we receive written notification from you. In the event of fire or other crisis we must know exactly who is in the building at the time. For this reason we ask you to notify the school office when your child arrives or leaves school outside of the normal school day.

## Crossing Patrol

There are two designated crossing patrols serving our catchment area on Maunsell Way. Please note, for any queries, these staff are employed by Eastleigh Borough Council and not the school.

## Communication

Our school website should be your first port of call if you are looking for any information. It is regularly updated with the latest letters and school policies and is also the go to place to find any forms that you may need to complete or look at our diary dates etc. Our website address is: [www.berrywood-pri.hants.sch.uk](http://www.berrywood-pri.hants.sch.uk)

Any letters posted on the website will also automatically be emailed to the designated email address that you have given to the school. Any letters that require a reply to be returned to the school will either be sent home as a hard copy in addition to the above methods or a google form will be emailed to you for completion and submission.

The school office, which is located at the entrance to the main building, is open from **8:30 am – 6:00 pm** daily. All visitors and parents bringing children into or taking them out of school once the school day has started, should always report to the school office first.

You can communicate with the school by telephone (01489 780068), by note, or by popping to see our school receptionist. The main school email address is [office@berrywoodprimary.co.uk](mailto:office@berrywoodprimary.co.uk) In addition to this there are designated email addresses to be used for specific reasons:-

- [berries@berrywoodprimary.co.uk](mailto:berries@berrywoodprimary.co.uk)  
Please use this email address if you wish to communicate with the school about anything relating to our Berries Breakfast, After School and Holiday Clubs
- [financialqueries@berrywoodprimary.co.uk](mailto:financialqueries@berrywoodprimary.co.uk)  
Please use this email address if you have any queries about dinner money, trip money etc.
- [pupilabsence@berrywoodprimary.co.uk](mailto:pupilabsence@berrywoodprimary.co.uk)  
Please use this email address to report a pupil absence. Could we request that you email us before 9.30 am because after this time we start the process of making telephone calls to parents of children who are absent with no known reason.
- [changeofcontactdetails@berrywoodprimary.co.uk](mailto:changeofcontactdetails@berrywoodprimary.co.uk)  
Please use this email address to let us know about change of contact details or any other details, including medical or email address etc.
- [headteacher@berrywoodprimary.co.uk](mailto:headteacher@berrywoodprimary.co.uk)  
Please use this email address to correspond with the Headteacher. This email address must only be used if all other avenues of communication have already been followed e.g. with the classteacher if it is relating to your child. Also, we cannot guarantee that a response will be immediate either because of Mr Reilly's commitments or because of the time it may take to look into any concerns you may have.

Please could we request that the email addresses above are not used for anything other than their designated purpose as we will not be able to respond to you. **We cannot stress the importance of you continuing to use the school switchboard with anything that relates to your child on a particular day e.g. a change to home time arrangements, as the above email addresses may not regularly monitored through the day.**

## **ClassDojo**

ClassDojo is used by teachers in year groups 1 to 6 and is an online learning behaviour management system designed especially for primary age children. It allows pupils and parents to keep track of how well things are going in class and is also a very useful two-way communication tool for teachers and parents. ClassDojo should not be used to communicate pupil absences etc. and the communication systems described previously should be used accordingly. Once your child has started at Berrywood you will be sent logon/registration details.

## **Tapestry**

If your child has joined Berrywood from a pre-school, you may already know about Tapestry. This is used by the Year R team and is an online journal, shared with parents, recording all the learning and fun enjoyed by children engaged in early years education. Once your child has started at Berrywood you will be sent logon/registration details.

## **Leave of Absence Request**

Leave of absence request forms are available from the school office or can be downloaded from the school website. Amendments have been made to school attendance regulations which come into effect from 1<sup>st</sup> September 2013 which mean that **Headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances. This means that in the vast majority of cases, requests for absence for the purposes of a holiday cannot be approved and will result in unauthorised absence marks. From September 2015 new Hampshire County Council rulings stated that if a child has 10 sessions (5 days) unauthorised absence recorded against them during a 10 week period, a penalty notice must be issued unless there are exceptional circumstances.

## **Attendance at School**

Any absence from school, by law, must be recorded. There are 2 types of absence, authorised and unauthorised. Parents cannot decide to absent their child from school - only a Headteacher is empowered to do this. The only exception to this is when a child is too ill to attend school, or has a medical or dental appointment when parents must inform the school, either by phone, or in person, when an authorised absence mark will be entered in the register. Please note that for medical and/or dental appointments, proof of the appointment will be requested. If no communication has been received from parents, then an unauthorised absence mark will be recorded. A report of all absences, authorised and unauthorised has to be submitted each term by the Headteacher.

Details of absences for the last academic year can be found at Appendix A.

Research shows that setting good patterns of attendance from the start of school life, really does impact on your child's attitude to learning and their future educational success. Pupils with higher levels of attendance are more likely to benefit from education, achieve better examination results both at primary and secondary school and go on to have more successful careers. Similarly, irregular or poor attendance at school can lead to pupils underachieving and underperforming in examinations and therefore having a detrimental effect on their careers. The table overleaf shows the impact of days missed at school over the school life of a child.

## Berrywood Primary School

<b>% Attendance</b>	<b>By End of Key Stage 1 (Year 2)</b>	<b>By End of Key Stage 2 (Year 6)</b>	<b>By End of Secondary School (Year 11)</b>
100	N/A	N/A	N/A
95	Nearly ½ term missed	Nearly a whole term missed	Two whole terms missed
90	Nearly a whole term missed	Nearly two whole terms missed	Over 1 ½ years missed
85	A term and ½ missed	Nearly a whole year missed	Nearly 2 years missed
80	Two terms missed	One year and one term missed	2 years and 2 terms missed

We do obviously recognise that there are times when children are genuinely ill and are not well enough to be at school. Under these circumstances we request that they stay at home and do not return until they are well enough to do so. If you are ever unsure about your child attending school with an illness or medical condition please do not hesitate to contact us and we will try to advise you to the best of our ability.

At Berrywood we regularly review the attendance records of pupils and aim for all of them to have at least 95% attendance over the year, in order for them to achieve the very highest standards and make maximum progress in their learning. From September 2015, any attendance record below 90% (including both authorised and unauthorised absence) has been regarded by the DFE as persistent absenteeism and the school must demonstrate the measures it has taken in response to this.

### **Children Act 1989**

The Children Act 1989 state that parents/guardians registering a child for school should give names and addresses of all those having parental responsibility for the child and this information should be recorded by the school and kept up to date by the parents.

Hampshire schools keep careful records on the development and progress of each of their pupils. In primary schools these are kept on a standard, county-wide system which helps to make sure that when children are transferred from school to school, as they get older, all the necessary information can go with them.

Hampshire School Records are marked 'Confidential' as they are not open documents in the sense that a pupil's records may be consulted by anyone. They are 'confidential' to the child's parents or guardians. They are important in enabling teachers to communicate in a helpful and constructive way about how well a child is progressing in learning. Parents may, within the arrangements made by school, ask to read their child's School Record, but it will probably be most helpful if progress is discussed in a general way with the child's teacher(s) when fuller explanations can be given than it is possible to record on official records. Any enquiries should be made to the Headteacher.

A Privacy Notice (how we use personal information) is issued when your child starts school and updated annually. A copy can be found on our website.

### **School's Policy on Child Protection**

In order to promote the safety and protection of children in the school and to comply with DFE and Safeguarding Children guidance, the school shall refer any concerns about the well being of pupils to the Social Services Department. The Headteacher is the Designated Safeguarding Lead (DSL). The Deputy Headteacher and Assistant Headteacher are the Deputy Designated Safeguarding Leads.

## Parental Access to General Information

Copies of all policies relating to the curriculum made by the Governing Body or the Local Authority or Department for Children, Schools and Families are available for reference.

Similarly, schemes of work within the school, and any published reports on the school, when these are made, will be available.

Any enquiries should be made to the Headteacher.

As both parents are entitled to have access to all information regarding their child's education. Please ensure that the school office has addresses for **both** parents.

## Your Child's Health

During your child's first year in school the school nurse will screen your child to review their general health and school readiness. You will receive a letter about the screening with an option to opt out if you wish. From time to time throughout your child's education these will be followed up. You will always be informed by the School Health Authority of any such arrangements and these cannot proceed without your consent.

If your child is ill, he/she will be happier and recover faster at home. If your child is ill at school and this is causing distress we will contact you. It is very important therefore that you keep us up to date with your work/emergency contact numbers. In the event of an accident we will administer first aid and contact you. In all these instances we will follow Hampshire County Council guidelines. In the event of your child suffering a head injury which the first aider considers is more than "a bump" every attempt will be made to contact you. Every head injury will be notified to you in writing (red letter), whether it is simply a bump or more serious. All other accidents are notified in writing (green letter) for example a grazed knee.

If your child has or develops a more serious medical condition, Section 100 of The Children and Families Act 2014 places a duty on the governing body of this school to make arrangements for supporting children at their premise with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement. You can view our policy on our school website.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The School Nursing Team maintains a close liaison with us. Their contact details are:

Eastleigh School Nursing Team, Southern Health NHS Foundation Trust, Tom Rudd Unit, Room E48, Moorgreen Hospital, Botley Road, Southampton SO30 3JB. Telephone: 02380 318752 email [eastleighschoolnurses@southernhealth.nhs.uk](mailto:eastleighschoolnurses@southernhealth.nhs.uk)

## Health and Safety

Berrywood Primary School works hard to provide and maintain a safe and healthy working environment ensuring the welfare of all personnel. Constant liaison with the Headteacher, staff and appropriate agencies aims to ensure that a safe working environment is maintained.

The Health and Safety Policy deals with every aspect of your child's wellbeing at school and is available on the school website alongside other health and safety policies. A named member of the Governing Body in conjunction with the Headteacher is responsible for implementing and monitoring the policies.

### **Fire Drill**

Children and Staff have regular fire drills, at least once a term. Fire exits are clearly marked.

### **Pastoral Care**

The highest priority is given to the safety and care of your child whilst they are in school.

We have an 'open door' policy for parents to come into school. We firmly believe that you, the parents, are your child's first educator and we value your involvement in the work of the school. Your child will benefit most by you working in partnership with the school, and by talking with your child about his/her schoolwork.

Parents support the work of the school in a variety of ways for example by supporting swimming, class visits, needlework, reading, making resources, manning the library and watering and weeding in our grounds to name but a few. We value this support highly and we are always pleased and delighted to see as many of you as possible.

We encourage and expect high standards of behaviour from all our pupils together with positive attitudes of care and respect towards one another. We have a School Council, which meets regularly. Each class has representatives on the council thereby enabling all pupils to be involved in the process of school improvement and supporting both the school community and communities further afield.

### **Early Years Introduction to Berrywood Primary School**

We believe that:-

*Children need security, confidence and care through:*

- establishing good links between home, playgroup and school before the child begins Year R.
- an introduction to school through planned, phased, part-time attendance.
- ready access to teachers and support staff who understand and are sensitive to the unique needs of each child.
- a structured learning environment which enables each child to explore, play and talk.
- learning experiences that are practical, enjoyable and matched to the child's stage of development.

*Parents need to feel trust and confidence in the school through:*

- a welcoming approach.
- the opportunity to spend time in school and to ask questions.
- a partnership where parents feel valuable and valued as their child's first educator.
- open, clear, jargon-free communication and information.
- opportunities to be involved in and contribute to their child's school experiences.
- the knowledge that their child is in safe, professional and caring hands.

*Schools need to ensure that each child has a smooth transition into school through:*

- collecting information about each child and their previous experiences from parents, playgroups, nurseries and other agencies. This is best achieved through effective liaison and close working partnerships with pre-schools.
- sharing school's aims, routines and curriculum with parents.
- ensuring that the need of both child and parent are met.
- developing a comprehensive entry-to-school policy.

We aim to make the transition from home to school as smooth as possible for both parent and child by providing a welcoming and secure environment. The influence of the home, as the earliest learning place cannot be underestimated; each child is unique with different aptitudes and interests. We want to know about your child's experiences and strengths, so we would like to arrange a home visit for the class teacher to meet your child in the security of their own home. We work in partnership with local pre-school providers and nurseries and, wherever possible, try to meet your child in this environment before he/she starts school.

Before coming to Berrywood, children have learned a great deal. We continue this pattern of learning by giving children the opportunities to explore and investigate their surroundings and, by taking part in carefully planned play experiences, we enable them to develop skills and co-operate with others. This gives the children a broad framework of practical experience which is an essential prerequisite for the understanding required when your child moves on to Year One and Year Two.

At Berrywood, children are given the opportunity to enjoy this important stage of their lives. We provide a flexible yet structured environment in which they can continue to grow and develop as whole people.

### **Planning for Learning**

All children are different. When they come to school they will have widely differing experiences within their early years. Children learn at different rates and have different needs in order to learn. It is because children have individual needs that we, at Berrywood adapt our teaching styles to cater for these as closely as possible. Tasks are created to match the needs of individual children as well as challenge, inspire and motivate their learning. They may be grouped together to undertake a task and work with others or individually. Children will also have some whole class teaching.

We provide a broad, balanced and relevant curriculum and our teachers have an annual plan which shows what will be studied by each year group. The children learn a range of subjects through the study of integrated topics which motivate and interest them. They also provide valuable opportunities to use and practise English, Maths, Science and ICT skills in a range of contexts.

During their year in Reception, our children will be undergoing assessment based on observations acknowledging each child's achievements and progress. This will contribute to the Foundation Stage Profile which covers all the areas of the Early Years curriculum. Through this, we can make professional judgements about each child's achievements and involve the children in deciding on their next steps in learning. During the year, parents will have the opportunity to meet with each child's teacher to share their progress and achievements. Teachers can then plan a programme for each child so that he/she can move forward to make positive progress.

### **Pre-School Links**

At Berrywood School we aim to meet as many children as possible before they start full time education.

We hope to achieve this by:

- offering a place at a stay and play session
- Offering a place at a settling in session
- visiting playgroups and nurseries within our catchment area
- Transition Partnership Meetings
- Discussions with key workers

We look forward to meeting you and your child at the above sessions and establishing a positive relationship which will be built upon when your child starts school in September.

In order to support this we will:

- provide an appointment to visit your new class in September, prior to the start day for all
- offer 'Getting to Know Us' videos
- request that you complete a 'Getting to Know You' booklet
- Welcome video/ meeting
- Provide early access to Tapestry to allow two way communication

It is expected that before being admitted children will:

- be able to use the toilet independently (and usually be dry during the day);
- have some independence in dressing and feeding themselves;
- be able to communicate their needs;
- be able to cope with the demands of a school setting;

### **The Curriculum for children in Year 1 - 6**

The curriculum is carefully planned to ensure that your child receives a broad and balanced education at Berrywood. The school operates within the statutory framework of the National Curriculum. The core aspects of this are English, Mathematics and Science. The foundation subjects are History, Geography, Computing, Design Technology, Art, Music, Physical Education, Religious Education and languages (Key Stage 2).

### **The Foundation Stage**

Children in the Reception classes will be at different stages in their development. Before they start school, children have learned a great deal. They have begun to use all their senses to learn about the world around them and the people in it. Reception education continues this pattern of early learning. Children are given the opportunity to actively explore and investigate their environment. They will be learning through carefully planned exploratory play with equipment and materials and through practical activity, thus enabling them to develop a wide range of skills and to co-operate with others.

### **Religious Education**

Religious Education is an important area of our curriculum. We follow the Hampshire Agreed Syllabus for Religious Education, 'Visions of Life', alongside 'Paths to Understanding' and 'Following the Paths', which are invaluable sources of information and guidance.

Through our work we aim to enable children to:

- a) develop an understanding of religion as a factor of human experience;
- b) develop a positive attitude to life and an understanding of self;
- c) develop a sympathetic understanding and consideration of others and how we relate to them; and
- d) develop an interest in and reflect upon the world, endeavouring to stimulate an interest in other cultures.

Whilst our particular focus for study is Christianity we are eager to develop an awareness of major world religions.

Parents have the right to withdraw their child from lessons with any religious content or from acts of collective worship, if they so desire.

## **School Grounds**

We are proud of our environment and take great pride in calling ourselves 'A School in A garden'. We are fortunate in having school grounds which extend to eight acres and our pupils are encouraged to care for and learn from their school grounds. These include a pond and wild life conservation area, a berry wood, a library garden, various vegetable and show gardens including paved and seating areas, a large field with full size running track, jumping pits etc. and various hard surface play court areas. We even have our own chickens and bees will be arriving shortly! Schemes of work are carefully planned to ensure that pupils are involved in direct first hand experiences not simply in areas such as PE and Scientific activities but also in the development of language and the creative arts.

## **Collective Worship/ Assemblies and parents' right to withdraw their child**

School Assemblies are non-denominational and follow the Hampshire syllabus. Our themes reflect social, moral, emotional and religious issues and also celebrate events and shared achievements. They are a time when children, either as a whole school, year or class group are able to explore and share beliefs and consider the importance of prayer, meditation and silence.

During this time we are also able to forge links with the wider community through visitors from outside agencies.

'Special' times, such as Harvest, Christmas and Easter, are celebrated as are children's collective and individual achievements.

Assembly takes place every day and is a time when we can come together to share and reflect, sometimes as a whole school, in year groups or in class assemblies. There is a legal requirement that there is a short assembly each day when the children come together for the Collective Act of Worship which in the majority is Christian. This comprises of a short talk and either a time of reflection or prayer. Parents are invited in at certain times during the school year to help us celebrate special occasions. We will make you most welcome. We also develop our links with the wider community by inviting in specialists and agencies which give us the opportunity to reflect upon the ideas and beliefs of others.

Parents have the right to withdraw their child from collective worship but we must have written notification so that alternative arrangements can be made.

## **Intercultural Learning**

We have formulated an Intercultural Policy which aims to encourage and promote high self-esteem; provide equal opportunities for all; ensure that our curriculum and environment reflect the contribution made by all cultures and recognise the power of language to influence attitudes.

## **Assessment**

Recording and reporting at Berrywood is an integral part of the curriculum as well as the teaching and learning process. Ongoing teacher assessments, baseline assessment, SATs and a range of other tasks are used throughout the year to raise standards and recognise the children's positive achievements. Pupils are encouraged to evaluate their own work.

Both formal appointments and informal discussions between parents and teacher are made available throughout the year.

Annual reports are sent home in the Summer term with an opportunity for follow up discussions.

## Homework Policy

Home learning is important to support the key areas of learning through repetition and overlearning, such as spellings, phonics and times-tables but also to allow time to foster reading for pleasure. If there are any gaps in learning that need addressing, the class teacher may also supply extra packs, personalised to need.

Year R use Tapestry and Years 1 – 6 use class Dojo for curriculum communication but a polite reminder that this is just relating to curriculum and behaviour. All other communications such as reporting absences, home time arrangements or extra-curricular activities etc. Should come through the school office. Alongside this, Google Classroom is our remote learning platform for all year groups. Although this was initially set this up to be used during school and bubble closures due to Covid-19, in KS2 it is increasingly being used to upload home learning.

All children are encouraged to take home a new reading book every week and we have a wide selection for the children to choose from at school. Taking an interest in your child's reading is one of the most important things you can do for them, not just in the early years but throughout the primary years. Please also allow children to choose their own reading books too as this will develop into a love of reading as they get older. The children are given a 'reading record' book which they should bring to school daily. It is here that parents can record what is being read at home. Alongside this your child may receive phonics, spellings or timestables to support the stage they are at in their learning.

The most important thing you can do is to show an interest in what your child is doing in school, by talking and listening to them at home and asking them what kind of day they have had and what activities they have taken part in. The interest you take in them really does help them to learn.

## Reward Schemes

There are various reward schemes in practice throughout the school such as:-

- Special Mention Certificates (weekly – presented in assembly)
- House Points (weekly / half termly / annual totals)
- Dojo Points
- Handwriting Certificates
- Pride in Presentation Certificates
- Golden time/dojo parties
- Year Team Leader / Deputy Headteacher / Headteacher stickers
- Additional responsibilities e.g. school councillor
- Written praise / comments on pupils work or in home-school journals
- Verbal praise

## Extra Curricular Activities

We encourage our pupils to have a wide range of interests and experience which they can pursue during their leisure time. There is a wide range of activities at Berrywood either at Lunchtime or after school. If your child wishes to take part in an activity after school, you will be asked to sign a permission slip. No child may stay without parental permission. Similarly, if your child cannot attend a club they have signed up for, a responsible adult must let the school office know. We cannot take a child's word for this.

Please talk to your child about their choice of activity and explain to them that they are making a commitment of at least half a term, in some cases it may be more. A choice of activities are available e.g. Football, netball, recorder group, karate, dance club, gardening club and many more.

Opportunities for extra-curricular activities have been significantly increased at Berrywood in recent years. We try to ensure that children of all ages are given the opportunity to join sporting clubs both before and after school. This sometimes involves deploying specialist

coaches but will also include members of staff, parents and other volunteers. In order to prevent the costs of joining a club run by a specialist coaches from becoming prohibitive and in order to ensure that we are able to purchase quality equipment and resources to boost sport, we have decided to charge a flat rate of £1 for most school led clubs.

### **Educational Visits**

At least once a year and usually once a term your child will make an educational visit in connection with their school work. Any contribution made towards such a visit is entirely voluntary and no child will be excluded because of an inability to pay. However, we must explain that if the voluntary contributions are not sufficient to cover the cost of the visit it may be necessary to cancel it. By law, schools are prohibited from making a profit from educational visits and you will only be charged an amount to cover the cost that the school have paid for the visit. A breakdown of these costings is included on the letter you receive when we are arranging a visit.

You will always be given plenty of notice of any visit likely to take place and a communication will be sent home containing all the necessary details. Please do not hesitate to come and see us if you have real financial difficulties as we may be able to help.

Residential visits are organised for Year 6 pupils.

### **Charging for School Activities**

No child will be excluded from any activity during school hours because of an inability to pay for materials e.g. cookery, clay work, needlework etc. However, if as a parent you wish to either make a voluntary contribution or buy the finished article, we would appreciate your financial support. There is absolutely no obligation to purchase what your child has made.

### **Making Payments to the School**

Payments for school dinners, educational visit, Berries after school clubs etc. can be made to the school using a variety of methods:-

- Online using Scopay – When your child starts at Berrywood you will be given login details and information on how to make online payments
- Cash – in a sealed envelope marked with your child's name, class, the purpose of the payment and amount
- Cheque – made payable to Hampshire County Council – again in a sealed envelope with the above information on it

### **Transfer to Secondary School**

Close liaison exists between Berrywood and Wildern School especially at the age of transfer. All schools in the area are grouped together and are called the Wildern Pyramid. Staff in all schools meet regularly in curriculum groups to ensure continuity of education from 4 to 16 years.

When your child reaches Year 6 you will receive information from the admissions team at Hampshire County Council directing you to online information relating to secondary school preferences and the online application process.

### **Community Links**

As a school we feel it is important that Berrywood becomes a part of the local community. We have strong community links already established within Berrywood and a variety of people from organisations within the local community are invited into school at regular intervals to support the learning process.

## **Special Educational Needs**

Special Educational Needs Co-ordinator – Miss Amy Spencer and Mrs Lisa Ainsworth

The governors and staff of Berrywood Primary School are committed to valuing the individual. We believe that by identifying 'needs' and planning to meet these, each child will be given the opportunity to develop to their full potential. We recognise that all children are entitled to a broad, balanced curriculum and that some children require individually differentiated programmes of work in order to have full access to this and to achieve success.

Each class teacher continually assesses the progress of children and devises suitable strategies to meet individual needs. Our Special Needs Co-ordinator (SENCo) provides expert support where required, meeting with each class teacher each term to review progress and plan Pupil Passports or Individual Behaviour Plans (IBPs). We will use the advice available to us from outside professionals, such as speech therapists and educational psychologists if appropriate.

Our team of learning support assistants and special needs assistants support the Special Needs Co-ordinator (SENCo) in delivering a range of programmes such as social skills, fine and gross motor skills, numeracy skills, phonics, English intervention programmes and speech and language programmes.

At Berrywood we want to provide the best for your child and it is our belief that we can be most successful when we work together with you for the benefit of your child. We do this through regular parent/teacher meetings to review progress and agree new targets. The knowledge you have of your child and the support you provide is an essential part of our partnership.

As of May 2023 there were 108 children identified as having Special Educational Needs who are entered on the SEN register which includes 31 with a Statement of SEN/Education Health Care Plan (EHCP).

These children embrace a wide range of needs. They include children with autism, speech and language difficulties, behavioural difficulties and those with co-ordination difficulties as well as those who are experiencing difficulties in English and maths.

In our school we believe that all children should have entitlement and access to the full curriculum, and that every child should be encouraged, valued and accepted whatever their individual need. No child will be treated less favourably than other pupils regardless of any disability that they may have. Every teacher is a teacher of children with special educational needs and parents have a valuable contribution to make towards their child's development and learning. All children at the school will be equally valued and respected regardless of race, gender, disability, social background or religion. The school is fully aware of its responsibilities under the Special Educational Needs and Disabilities Act 2001. Any facilities required to assist the children with specific disabilities will be discussed with their parents and the LA prior to admission.

Parent's rights to appeal to the S.E.N. Tribunal if in dispute with the schools' assessment of their child will be acknowledged.

Those pupils who hold a statement of SEN/EHCP will have their needs reviewed at least annually. Representatives from support agencies, educational psychologist, speech therapist, social worker and health will also be invited to participate if appropriate, as well as respective parents, and additionally, the pupil concerned will also be asked to contribute.

Where learning is affected by behaviour, a calm, positive approach will be adopted. Children will be encouraged to respect the individual. Every opportunity will be taken to ensure equal opportunities, so that no pupil is excluded from any activity.

## Pupil Premium

Pupils are eligible for pupil premium funding if they are in receipt of free school meals (or have been in the previous 6 years since starting school), they are adopted from care or have parents who are in the armed forces. You can visit our website to see an annual report that outlines how the money has been spent each year and the impact this has had on the children. We spend the funding in a variety of ways from; supporting extra interventions for reading, writing and maths, phonics support, booster groups as well as supporting the wellbeing of each child. For example, we have supported children with ELSA (Emotional Literacy), Forest Schools to support friendships and confidence and supported to learn a musical instrument. Where needed we have also supported with additional resources such as a teaching watch for learning to tell the time, a tablet for home learning and supported parents with the cost of extra-curricular activities. We have a 'Pupil Premium Champion', Laura Rodbourne, who is always happy to meet with parents to discuss the individual needs of the children and reducing their personal barriers to learning so that they can enjoy and achieve well here at Berrywood.

## Eligibility for Free School Meals

*Please note, this is different to the Universal Free School Initiative under which all children in Years R, 1 and 2 are provided with a free school meal if they wish.*

Free School Meals are available only to children whose parents/guardians are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- An income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Families in receipt of Child Tax Credit provided that (a) they are NOT also entitled to Working Tax Credit and (b) their annual gross income, as assessed by Her Majesty's Revenue and Customs, does not exceed £16,190 (from 2010, subject to annual review)
- Working tax credit run-on – paid 4 weeks after you stop qualifying for working tax credit
- universal credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Parents should be aware that taking up the free meals is recommended but not compulsory and that registering is completely confidential.

Hampshire County Council Catering Services (HC3S) has an online service so that parents can check their eligibility for claiming free school meals for their child. The website can be found at <http://www3.hants.gov.uk/caterers/hc3s> All you need to do is enter your name, national insurance number or asylum number, your address and your child's details.

## Equal Opportunities

Berrywood Primary School recognises the importance of its equality duties and their relevance to achieving our goals.

At Berrywood Primary School we develop happy and confident learners, by having high aspirations and ambitions for all our children and believe that each individual child should be given the best chance to succeed. We believe in creating an enjoyment and enthusiasm for learning, based on mutual respect and the celebration of success. Continuous improvement will be promoted through the growth of dynamic learners who keep asking questions and learn to solve problems. All pupils should leave Berrywood having had the opportunity to learn and develop through a wide range of different experiences and contexts.

In achieving this, we believe that everyone associated with the school, the pupils, staff and governors (and the families of all of these) should have the opportunity to fulfil their potential whatever their background, identity and circumstances. We are therefore committed to

supporting good community relations through helping our communities recognise and respect difference and help overcome any related disadvantages and tackling prejudice, discrimination and their causes. By aiding equality we aim to support our education objectives, promote positive outcomes and a shared sense of belonging for all.

### **Relationship and Sex Education**

The governors and staff of the School believe that every child should have access to a Sex Education Programme. We aim to ensure a whole approach to their sex education by incorporating it into Health Education or as a cross-curricular theme. Within the programme we aim to present facts in an objective, balanced and sensitive manner and to provide a climate in which questions/sensitive issues may be discussed. The programme has been carefully planned and resourced as a result of consultation with our parents, teachers and governors. In our planning due consideration has been given and will continue to be given to the aims of the School, parental wishes and to any particular religious or cultural factors. You can find a copy of our RSE policy on our school website.

### **Trainee Teachers**

At Berrywood we believe in continuing professional development. This means we think that everyone will want to learn, no matter what age or stage they are in their career. Consequently, we are committed in supporting new teachers into the profession. Our school does this by linking with universities to provide a base for trainee teachers to undertake elements of their education course. This can be visiting us for a day or teaching with us over a block of several weeks. We work alongside educational degree trainee teachers (B.Ed.), post graduate trainee teachers (PGCE) and School Centred Initial Teacher Training (SCITT) trainee teachers.

### **If you have problem or complaint**

First discuss your concerns with your child's teacher. It may also be helpful to talk to a senior member of staff. If this does not resolve your problem, you should take your concerns to the Headteacher in writing. Most problems are sorted out to everyone's satisfaction in this way.

If you are still unhappy you can complain directly to the Chair of Governors. Your complaint has to be in writing and should be given to the clerk of the governing body.

If you are not happy with the Chair of Governor's decision you should put your complaint in writing and send it to the Governor's Complaints Panel. They will arrange for your complaint to be looked into. The Berrywood Primary School Complaints Policy can be found on the school website.

If you are not satisfied with the Panel's decision you may complain to the Secretary of State for Education. However, the Secretary of State will only consider your complaint if you have already followed the procedure.

### **Can this handbook be provided in a different format?**

The information contained in this prospectus can be reproduced in different formats in order to support members of our community to better understand how Berrywood Primary School operates. For example if you need the prospectus in either large print version or in another language please contact the school office.

### **Disclaimer**

The information contained in this prospectus was correct at time of going to press but Government legislation, County Council Policy and the particular circumstances of the School might create the need for some organisational changes and adjustments of policy.

The Governing Body of Berrywood Primary School takes no responsibility for the loss or damage of personal property on our school site. Similarly, it can take no responsibility for injury to people using the school grounds before or after school e.g. using playground equipment.

### **Structure of the School Day**

- 8:30 Registration (Key Stage 2)
- 9:00 Register closes
- 9:00 Assembly (whole school/Key Stage/Year Group/Class)
- 9:15 Lesson Time
- 10:30 Mid Morning Break KS1
- 10:40 Mid Morning Break KS2
- 10:45 Lesson Time KS1 10:55 Lesson Time KS2
- 11:45 Lunch Breaks begin
- 1:15 Registration/Lesson Time
- 2:30 Afternoon Break (Key Stage 1 only)
- 2:45 Lesson Time
- 3:15 Home Time

## Annual Diary of Events

<b>September</b>	Autumn Term - New Academic Year YR (move from part time to full time) Year Group Welcome Evenings Reception Baseline Assessments Begin
<b>October</b>	Parent Meetings School Photographer (Individual) Year 6 residential trip to Osmington Bay Reception baseline Assessments Completed Half-term
<b>November</b>	BSA AGM Book Fayre BSA Firework Event
<b>December</b>	BSA Christmas Fayre Year R Nativity Years 1 – 6 Christmas Productions Year Group Discos/Christmas Parties
<b>January</b>	Spring Term
<b>February</b>	Half-term
<b>March</b>	Parents Evenings
<b>April</b>	Summer Term
<b>May</b>	Y6 SATs Half-term
<b>June</b>	BSA Summer Fayre Year 1 / 2 phonics Testing Year 4 Multiplication Tables Check School Photographer (Class Photographs) Year Group Sports Mornings/Afternoons
<b>July</b>	Final Reports Out Meet your New Teacher Afternoons Year 6 Achieve Performance Berrywood School Production Year 6 Leavers Assembly
<b>August</b>	Summer Holidays

This diary represents a typical school year but there are often alterations to the pattern of events.

There are many other special days, events and trips for specific year groups throughout the year which are not detailed here. Parents receive a detailed list of events before the start of the year and through year group newsletters. This is updated throughout the year on our school website where you can also find the term dates and a list of our five Professional Day Closures (INSET Days)

**\* Project Celebrations take place across the school throughout the year**

## Appendix 1

**Berrywood Primary - Attendance Statistics**

01 Sep 2021 - 21 Jul 2022

<b>Year Group</b>	<b>Present Marks</b>	<b>Present Students</b>	<b>Auth. Absent Marks</b>	<b>Auth. Absent Students</b>	<b>Unauth. Absent Marks</b>	<b>Unauth. Absent Students</b>
Year 1 (2021/2022)	94.84%	79	3.93%	75	1.23%	32
Year 2 (2021/2022)	95.64%	95	3.44%	84	0.92%	42
Year 3 (2021/2022)	96.29%	96	2.9%	89	0.82%	39
Year 4 (2021/2022)	96.42%	98	2.84%	92	0.74%	38
Year 5 (2021/2022)	96.27%	98	3.15%	89	0.58%	37
Year 6 (2021/2022)	96.81%	97	2.57%	92	0.62%	33
Year R (2021/2022)	94.55%	81	4.27%	72	1.18%	37
Total	95.83		3.3%		0.87%	