



BIRCHWOOD PRIMARY SCHOOL

'An outstanding school' (Ofsted 2014/15)



School Prospectus 2017-2018



Headteacher: Mr N. Coleman B.A. (Hons) QTS

'Rich opportunities and memorable experiences'

Birchwood Primary School

Birchwood Avenue

Dordon

Tamworth

Staffordshire

B78 1QU

Telephone: 01827 892913

Facsimile: 01827 892678

Email: admin2619@welearn365.com

Website: www.birchwoodprimaryschool.com



Dear Parents

On behalf of our pupils, staff and Governors may I wish you a very warm welcome to Birchwood Primary School. We look forward to a happy and productive association over the coming years.



Birchwood Primary School is an 'outstanding school' (Ofsted 2014/15) at the heart of its village community. We are founding members of 'The Community Academies Trust' a Department for Education sponsor and a growing successful academy chain. At present there are thirteen schools in our 'family of schools' and six in our 'Northern Hub'.

At Birchwood our commitment is to create a happy, caring and supportive ethos where every child experiences 'rich opportunities and memorable experiences'. We work hard to develop an atmosphere where children are healthy, happy, safe and secure, where all are valued and respected. We expect all of our children to be appropriately challenged and achieve the very best they can, whatever their ability. We are very proud of our energetic and enthusiastic children whose behaviour is 'outstanding'.

Our school is a fantastic place to be a pupil in. Our 'outstanding' graded teachers develop lessons which excite and inspire our children, resulting in progress and results that are both impressive and mean we are a 'first choice school'. Our committed staff are a professional and hard working team, excellently supported by outstanding teaching assistants.

We believe that our school should provide a rich, stimulating and accessible learning environment for every child. We feel strongly that learning should not only be exciting and rewarding, but should also encourage, challenge and extend. We value our strong and positive relationship with parents and believe that successful education relies on an excellent partnership between home and school.

Our school is an exciting place to be a pupil in. We get involved in everything! We enter many sports, singing, poetry and art competitions. Our staff contribute to the wide and extensive range of extra-curricular activities we offer. These include Football, Rugby, Dance, Cheerleading, Gymnastics, Cross Country, Eco Council And Gardening, Change Makers, Art and Computing.

We have also made big developments in our enriched curriculum and have recently been awarded our 360 Degree Online safety mark, Science Gold Award, Food For Life Bronze Award and Young Carers Bronze Award.

We are proud of our school and warmly welcome visitors. We would be delighted to arrange an appointment for you to visit our school and see us in action.

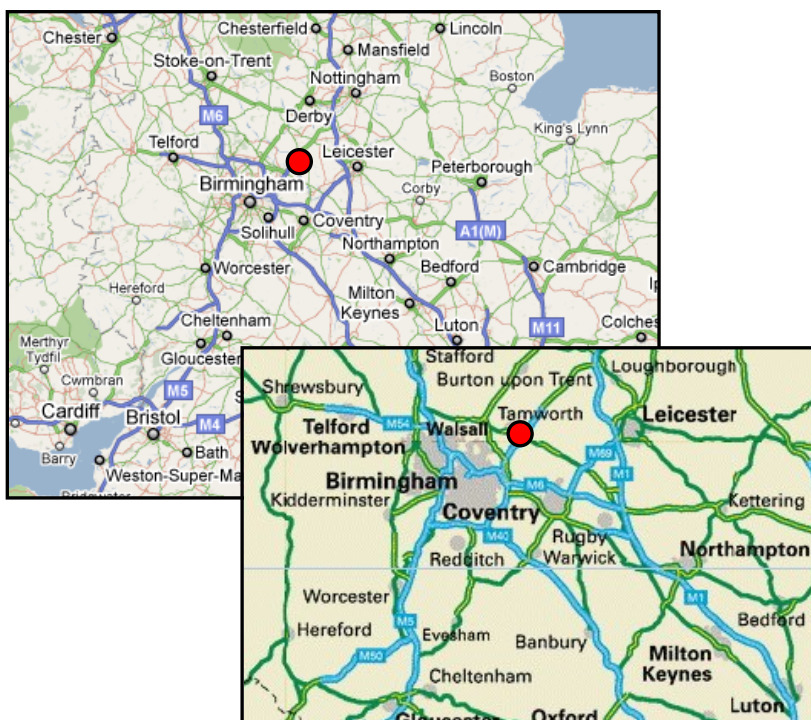


Birchwood Primary – our location and directions



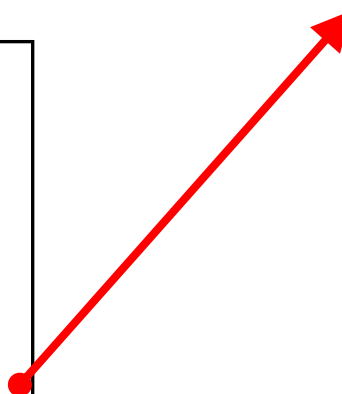
Location

- Birchwood Primary School is situated on the Southern side of the River Anker on the border of the villages of Dordon and Polesworth.
- The nearest large towns are Tamworth approximately 8 miles to the West and Nuneaton approximately 12 miles to the East.
- The school is conveniently located for road networks. The M42 and A5 are within 5 minutes drive away.
- Birchwood is in the North of the County of Warwickshire. It's nearest neighbours are Staffordshire to the North West, Derbyshire to the North, Leicestershire to the North East, Northamptonshire to the South



Directions

1. Leave the A5 at Dordon Island sign posted Dordon. From Tamworth/M42 turn Left, 1st exit
From Nuneaton/Atherstone turn Right, 3rd exit.
2. Carry straight on along Long Street and go straight over mini island approximately 0.4 miles.
3. Carry straight on along Whitehouse Road changing to Dordon Road until the road bears right and you arrive at the Birchwood Avenue junction to the left approximately 0.4 miles.
4. Birchwood Primary School is situated to the left of this junction.



Happy at school



**‘The school’s work to keep pupils safe and secure are outstanding’
(Ofsted 2014/15)**



Main Entrance

- The school car park is situated off Birchwood Avenue at the front of the building. For the safety of children, it may only be used by staff.
- Visitors arriving by car should park on the roads, using ample road space surrounding the school.
- Visitors enter via the Main Entrance at the front of the school and must sign in at the School Office however short the visit.
- It would be appreciated if visitors arriving by car did not park across neighbours driveways.

Competition winners



‘Attendance is high because pupils enjoy coming to school’ (Ofsted 2014/15)

Buildings and Grounds

- Birchwood Primary School was opened in 1994 when Polesworth County Middle School and Polesworth County Infant School built in the 1960’s were amalgamated, serving a catchment area to the South of Polesworth and the River Anker.
- The school has a considerable amount of internal space, boasting a number of specialist areas, a large library, numerous group working areas and two school halls.
- The external spaces are equally impressive with extensive playing fields, which include football and rounders pitches, a well-timbered conservation area, outdoor classroom and two large playgrounds.
- Our two large playgrounds have seating and sheltered areas for use at break and lunch times.

What are our aims?



Our Vision:

To inspire children to become confident, secure, caring individuals who achieve personal success and develop a love of learning through 'rich opportunities and memorable experiences'.

Our Mission is to ensure that our pupils:

- Will be central to all we do.
- Will experience, developing a thirst for knowledge and becoming enthusiastic, independent learners.
- Will be highly literate, numerate and articulate.
- Will build self-discipline, and a sense of pride and respect for themselves and others.
- Will be highly adaptable to change, equipped for life in a sophisticated and technological society.

Our Values:

We foster high expectations of all children's behaviours, work and relationships and to celebrate success widely.

We provide rich, stimulating and accessible learning opportunities which ensure all children develop as enthusiastic and independent learners.

We build children's self-discipline, and a sense of pride and respect for themselves, their work, peers, school and the wider community.

We develop positive partnerships between school, parents and our community and a shared understanding of our aims.

We create a learning community where children are healthy, happy, safe and secure, and where they feel valued and respected within a diverse and inclusive environment.

Understanding other cultures



Starting school at Birchwood Primary

Admission policy

- We are very proud of our school. Parents who are considering applying to the school for the admission of their child/children are encouraged to visit the school with their child/children when it is in session.
- The criteria for admissions are outlined by the Warwickshire School Admissions Service at www.warwickshire.gov.uk/admissions, and in the school's Admission Policy. The service can be contacted on 01926 7420037 or via email admissions@warwickshire.gov.uk
- Pupils are currently eligible to enter our school at the beginning of the year in which they become 5 years old.



‘The high quality provision and focused teaching in Early Years means that all groups of children make an excellent start to their education so that by the end of Reception most pupils attain or exceed the expected goals’ (Ofsted 2014/15)

Joining in Reception

- Starting school can give rise to many different feelings in your child. Children are often very excited at the thought of making new friends and meeting new challenges.
- At Birchwood we aim to make your child's introduction to school life a happy and memorable one and are delighted that pupils at Birchwood always tell us that they love coming to school.
- For children joining us in our Reception class, after filling in the admission form, parents receive a letter from the County Admissions Department offering a definite place at Birchwood Primary School. Once your child's place is secure, we will provide you and your child with a preliminary insight and guide to beginning full time education.
- For children joining school the following September, this begins with a programme of 'storytime sessions' ending with a visit in the classroom prior to the Autumn Term when your child starts school. During these sessions you and your child can meet their teacher and teaching assistant, become familiar with their classroom, meet others and get a taste of some of the activities they will be experiencing when they start Birchwood Primary School.
- We are also keen to meet children in their pre-school settings and will visit the majority of these prior to your child starting school and discuss their needs with pre-school staff.

**Joining Birchwood Primary School in other classes
or at other times in the year**

- All admissions and transfers between schools are collated at County level. You will need to complete a 'Change of School Application' form.
- Birchwood Primary School is keen to help and advise you with this if required.
- We are keen to invite all prospective parents to tour the school with their child.
- Children will also be invited to attend school for a morning, prior to starting so that they have the opportunity to get to know us before they start and maybe make a few new friends.
- Apart from meeting you and your child, we also contact the school your child is coming from to find out more about your child, so that we can best meet their needs.
- At the end of your child's first week, we contact you to check that your child is happy and settling in well. We also like to use this opportunity to reassure parents in case they have any concerns or questions.
- All of our children are given 'a shadow', another child to help settle them in and befriend them during their first few weeks. Children also undertake a well planned 'induction programme'.

'Pupils behave well, enjoy each other's company and make good friends.'
(Ofsted 2014/15)



'Behaviour is outstanding in lessons, at break time and lunchtime because pupils have very positive attitudes to school, each other and their learning' (Ofsted 2014/15)



Reception class home visits

- We wish to ensure that the partnership between home and school, which is so important to education, gets off to a good start. Home visits for children joining our Reception class take place in the Autumn Term.
- The aim of this visit is to build up relationships with you, your child and the family in the child's own familiar environment. It also allows you to meet the teacher and support staff, who will be working most closely with your child over the coming 12 months and for us to answer any questions you might have.
- You will be asked to book an appointment at the final session of the 'story time' programme. Parents will receive a letter detailing the arrangements for the home visit. The visit will give you the opportunity to share information; it will also give us an insight into your child's development so far.

Beginning full time education

- Children in Reception will begin school approximately two/three days after the rest of the school, as home visits take place during this period of the school year.
- To aid the 'settling in' period the children will be divided into two groups within each class and will start with either three morning sessions (8.50am to 11.50am) or three afternoon sessions (12.50pm to 2.50pm). During the next three school days the children will attend school during the alternative session.
- The next school day is when the children will begin attending school for whole days (8.40am to 3.05pm).
- Parents must come onto the playground with their child at the beginning of the day and wait with them until they enter school. When the school bell sounds the classroom doors are opened and teachers and teaching assistants are there to welcome the children. We would ask that parents allow their children to go into school by themselves to encourage their independence.



**Using Technology
confidently in Reception**

Independence and confidence

These are a number of characteristics that we aim to develop with your child right from the beginning. We need your help with these:

- We do ask that you try and allow your child to grow in confidence and self-motivation. This means taking responsibility for their own actions and belongings as soon as possible.
- There are also two skills that we expect your child to have mastered in order for them to come to school:
 - ✓ That they are toilet trained and can go to the toilet unaided.
 - ✓ The ability to dress and undress themselves.

'pupils go out of their way to be helpful' (Ofsted 2014/15)

Worries and concerns

- We also hold numerous Parents' Evenings, to which we encourage all our parents to come to.
- In addition to the above, once the children have settled in, we invite everyone to the Reception Tea Party. This is a wonderful opportunity for children to show parents around their classroom and some of their work, as well as introducing teachers, teaching assistants and members of 'Team Birchwood Primary' to parents.



What should children wear in school?

We believe that children should wear uniform in school. We would like children to have pride in being a part of Birchwood Primary School and in maintaining a well dressed and smart appearance. The uniform has been designed so that much of it is easily obtainable from chain stores.

If your child is unable to wear an item of the uniform temporarily, please let us know by letter. We have never yet sent a child home for being improperly dressed, but we reserve the right to do so. If you are not sure about what is appropriate we would be pleased to talk with you.



Smart uniform

Girls:

- Black (charcoal/grey is NOT permitted) 'school type' trousers, shorts, skirt or pinafore dress
- White polo shirt (logo not required)
- Birchwood sweatshirt or V-necked cardigan with school logo
- Black school shoes (flat sole/low heels)
- Black/White socks/tights
- Blue check only dresses (Optional-Summer term only)
- Plain blue/black hair band if required

NB: Summer fashion shoes e.g. 'jelly beans', flip flops, open toed sandals, and canvas shoes etc are **not permitted**

PE

- Black shorts
- Black/white socks
- Plain white round neck T-Shirt
- Plain trainers for outside PE (reception classes summer term only)
- Named 'pump bag'
- Track suit in cold weather (limited logos, black/blue) except reception classes

Swimming

- Plain one piece swimming costume
- Towel
- Swimming hats for long hair

EVERY item of uniform MUST be marked with the child's full name

Boys:

- Black (charcoal/grey is NOT permitted) 'school type' trousers or shorts
- White polo shirt (logo not required)
- Birchwood sweatshirt with school logo
- Black school shoes (flat sole/low heels)
- Black/White socks

NB: Summer fashion shoes e.g. 'jelly beans', flip flops, open toed sandals, canvas shoes etc are **not permitted**

PE

- Black shorts
- Black/white socks
- Plain white round neck T-Shirt
- Plain trainers for outside PE (reception classes summer term only)
- Named 'pump bag'
- Track suit in cold weather (limited logos, black/blue) except reception classes

Swimming

- Plain swim-trunks
- Towel
- Swimming hats for long hair

- Jewellery must not be worn in school at any time.
- We prefer children **NOT** to wear earrings because of potential for accidents. However, small round 'ball like' silver/gold studs may be worn ONLY. These MUST be removed for PE/Games or covered with a plaster provided by home.
- Body piercings are not permitted
- Hair for girls and boys which is longer than shoulder length MUST be tied back
- Boots are NOT to be worn in school by children
- Trousers length should not extend beyond the heel
- Extreme hair styles are not permitted. Hair should not be closely shaved and only natural hair colours are permitted

We have a 'Trust Fund' for families experiencing difficulty and also a Uniform Shop.

A typical day at Birchwood Primary School

Birchwood is a really exciting school to be a child in; no school day is the same and each day brings with it different opportunities to practice and learn new things.



Arrival at school

- Children arrive on the playground no earlier than 8.30am for an 8.40am start.
- Teachers are on duty from approximately 8.30am; however parents of infant School children must bring them onto the playground and stay with them until they go into school.
- An electronic bell sounds for the start of the school day.
- Children enter school quietly.

During the morning

- Between 8.50am and 9.20am children across school are engaged in reading activity. Some have the opportunity of visiting our extremely well stocked library, where a teaching assistant helps children to choose appropriate books. These are scanned into the library system using dedicated computers with scanners.
- Other children complete 'Guided Reading' in a group or maybe reading to an adult.
- By 9.20 am we start English lessons in some classes. During English, children might be learning how to spell or punctuate, or may even be drafting an exciting story using our extensive range of computers. Most children will be working in carefully differentiated class groups, with one or two dedicated teaching assistants to support them.

'pupils are rarely late for school' (Ofsted 2014/15)



Break time

- Break time is at 10.20 am.
- Children in the Infant School have the opportunity to eat a selection of free fresh fruit or vegetables and a drink of milk, for which there is a small charge. If you prefer children may also bring in a bottle of water to drink.
- Children in the Junior School may bring in a healthy snack, or purchase an item from the tuck shop. Sweets (including cough sweets) should NOT be brought into school.



Between break and lunchtime

- After break children might take part in Mathematics lessons, where they may have the opportunity to hone their mental arithmetic skills using the “interactive whiteboards”.
- They might also get a chance to use a range of Mathematics games, our excellent Maths scheme, or use a range of support apparatus.
- All classes are supported to a high standard by teaching assistants
- Swimming lessons currently take place during this period for one class of our year 3 children. Each class takes these lessons for three half terms during the year.

Exciting opportunities to learn

Lunchtime

- At approximately 12.00pm children have their lunch in one of our two school halls.
- Children from all classes enjoy eating together from a choice of either their own packed lunch or may have chosen a tasty meal from a range of choices offered by ‘Birchwood Bistro’, our school kitchen.
- After they have eaten, children have time to play, join a club or complete homework at the ‘Homework Club’.
- Our playgrounds are extensively marked with games or puzzles for the children to complete. In fine weather we also take out giant board games and make use of our large playing fields.



Lunch at the Golden Table

Afternoon

- At approximately 1.00pm we start our afternoon activities.
- During the two afternoon sessions, children might be involved in Music, Art, Humanities, Personal Social and Health Education lessons, or even a Physical Education activity.
- We have fresh water fountains across school which children can use to fill water bottles.
- Children may ONLY drink water in school during the school day, apart from juice at lunch.

End of the school day

- At 2.40pm we meet for assembly across school
- Assemblies take place as 'whole school assemblies', or in smaller groups.
- Assemblies are also used to share achievement or a time when we welcome visitors.
- Assemblies always end with a moment for quiet reflection or prayer.
- At 3.05pm children pack their bags, collect their homework and take home their reading packs.
- Children leave via the cloakroom doors.
- In the Infant School it is expected that parents will meet their children from the playground.
- Some children are collected by 'Birchwood After School Club' where they are well looked after until they are collected by parents.

Dance club



'The quality of teaching is outstanding' (Ofsted 2014/15)



Orchestra club

Class timetables

Each class teacher issues a Class Timetable to give exact details of your child's day and remind parents of items they may require (e.g. P.E. Kit) each day.

'Relationships between teachers and pupils are excellent' (Ofsted 2014/15)

Before and after school activity

Birchwood is very proud of the wide range of activities it offers to children.

Previous activities have included:

- Fencing Club, Dutch Club, Tennis Club, Scrabble Club, Cross Country Club, Eco Club, K'nex Club, French Club, Art Club, Netball Club, Football Club, Gardening Club.
- Clubs are offered to children throughout the school from Reception to Year 6.
- We also have a number of specialist 'sports coaches' working with us in school also offer a variety of exciting activities before and after school as well as during the school day.

The Curriculum

The curriculum refers to all the various learning opportunities provided by our school. This includes our timetabled lessons, out of school activities and all attitudes, moral values and styles of behaviour promoted and supported by the school.

The National Curriculum

The structure of the National Curriculum

- Every maintained school is obliged by law to provide a basic curriculum comprising of Religious Education and for pupils of compulsory school age, the National Curriculum. Years 1 – 6, in the Primary Phase and Years 7 – 11 in the Secondary Phase.
- In addition to Religious Education your child will have the opportunity to study the following subjects.

Core Subjects	<i>English, Mathematics, Science</i>
Foundation Subjects	<i>Computing, Physical Education, History, Geography, Music, Art, Design Technology, Modern Languages, Personal Social Health Education.</i>

‘...the school makes good use of visits and visitors to widen and enrich pupils’ learning experiences.’ (Ofsted 2014/15)

Seasonal celebrations



Visit from the Mayor



The school curriculum

- The detailed organisation of our curriculum is based on the National Curriculum as set out by the Department for Education and Skills .
- Our school provides a **broad, balanced and integrated curriculum** which challenges and extends all children, promoting the full development of each individual according to their age and ability.

‘The vibrant and exciting curriculum successfully motivates pupils’ (Ofsted 2014/15)

- All children experience a range of activities that give them a chance to grow, not only academically, but also socially and physically.
- We provide opportunities for the development of personal skills such as co-operation, tolerance, independence and organisation.
- Some subjects e.g. Maths and Science are taught as discrete areas, whilst others e.g. Geography and Design Technology are integrated into a theme or topic, with teaching methods ranging from class to group to individual.
- The children receive on average twenty lessons per week each of approximately sixty minutes. They also receive 30 minutes reading activity and 20 minutes Phonics/Vocabulary, Grammar, Punctuation and Spelling EACH day.
- Our school has its own timetables and policies, which outline how subjects will be taught and when.
- Careful planning, record keeping and assessment by teachers and teaching assistants ensure full coverage and delivery of the curriculum. This is supported by the subject leaders within the school.



Fencing club

- Each of the National Curriculum subjects has a teacher ‘Subject Leader’.
- Subject Leaders extend their skills and knowledge by attending courses, organise resources and monitor work within their subject throughout the school.
- High priority is given to the development of the Key Skills in English, Maths, Science and Computing.
- These key skills are used across the school and within all other subjects.

‘pupils respond well to teachers and support staff creating a harmonious working environment in which pupils excel’ (Ofsted 2014/15)



In summary we believe:

- ✓ The curriculum should be broad, but subject to educational priorities of which the highest should be Maths and English.
- ✓ English and Maths should be taught separately, but also applied across the curriculum.
- ✓ A combination of cross-curricular and subject teaching to suit individual age groups should be adopted.
- ✓ The curriculum should be taught through a mixture of teaching styles and methods.
- ✓ Activity based learning and problem solving should be an integral part of the curriculum.
- ✓ School should experience a ‘personalised learning’ where individual’s needs and interests are met.

Assessment

- We believe that assessment is an integral part of the learning process, and its purpose at our school is to support your child and their teacher in evaluating the impact of the learning experiences provided.
- Assessment provides a means of collecting regarding a child's progress and pin-pointing areas that may need further consolidation.
- A variety of assessment procedures are used allowing teachers to fine tune their teaching and delivery of the curriculum to match individual needs and the needs of the whole class.
- All our pupils are assessed on a daily basis by their class teachers in a continuous informal way, as they go about tackling the various activities on offer that day.
- In addition to this children must be present for these and requests for absence will not be authorised. There are more formal and statutory testing procedures that take place throughout the time your child is in school with us.



Interpreting themes

‘Attainment in reading is high. This is an area in which the school particularly excels because it is proficient in the teaching of phonics’ (Ofsted 2014/15)

Teaching road safety



Key stages & assessment arrangements

- The National Curriculum is organised on the basis of four Key Stages. At the end of each Key Stage for all core subjects, the standards of pupils' performance are set out against a scale score, with 100 being the average.
- Pupils are assessed at the end of each Key Stage, when your child's progress will be measured against the standards set out in the National Curriculum using the appropriate assessment descriptions.
- The present arrangement in our school will include teacher assessment activities together with relevant statutory testing.



At what level should my child be working?

Through reports and meetings with parents, we use the following terminology to describe how well your child is doing in school:

‘.....is working below the expected standard for their year group’

‘.....is working at the expected standard for their year group’

‘...is working at greater depth within the expected standard for their year group’

‘..is working above the expected standard for their year group’

	Autumn Term		Spring Term		Summer Term	
	Years	Months	Years	Months	Years	Months
Y1	5	10	6	2	6	6
Y2	6	10	7	2	7	6
Y3	7	10	8	2	8	6
Y4	8	10	9	2	9	6
Y5	9	10	10	2	10	6
Y6	10	10	11	2	11	6

‘able pupils perform very well’ (Ofsted 2014/15)

‘Teaching of disadvantaged pupils is strongly based on their specific needs’ (Ofsted 4/15)

How is my child getting on at school?

- In order to answer the question *“How is my child getting on at school?”* at Birchwood we offer regular reporting opportunities through a termly appointment system and an annual written school report.
- Naturally you may make an appointment with your child’s teacher at any time should you be particularly concerned or wish to discuss a particular difficulty.
- Parental consultation evenings are held in the Autumn and Spring Terms. These sessions offer parents the opportunity to visit the school, see their child’s classroom, view their school work and discuss their progress.
- A detailed report on all subjects taught will be sent home annually towards the end of the Summer Term and in addition we send home two termly ‘interim reports’ in the Autumn and Spring Terms.
- This report is based on the class teachers’ assessment of your child’s performance throughout the year, where you will be told clearly how your child is performing compared to his/her peers and national standards and of any special educational needs.
- All parents are given the opportunity to discuss their child’s report with the class teacher.

Parents of EYFS children will be informed through their child’s annual school report the Early Learning Goals they have achieved. Year 1 parents will be informed as to whether their child has passed their Phonics screening check and Year 2 & Year 6 pupils will be informed of the scale score they have achieved at each Key Stage.

- To assist teachers in reporting progress to parents and relevant agencies as may be required, detailed records of progress and test results are kept on all pupils together with any specific observations made by the teacher or support staff.
- It is hoped that our school records will be of great value to the secondary school and their induction process.

Why do we set homework?

We see the purpose of homework as being:

- To provide opportunities for pupils to work independently.
- To take responsibility for organising their work.
- To help pupils recognise the link between good study habits and higher standards of achievement.
- To check that pupils have understood classwork.
- To consolidate, prepare for or extend work covered in school.
- To extend lesson time to enable the National Curriculum to be covered in greater detail.
- To help raise standards of achievement.
- To allow children to prepare for secondary school.

‘All teachers are aware of the particular needs of these pupils and they ensure they plan work that is supportive, challenging and helps them to achieve outstandingly well.’ (Ofsted 2014/15)



Magnificent Mountain Creations



Team Birchwood Primary School

How can parents support the school?

- We value parents' support in seeing that homework is done conscientiously and in the best possible conditions.
- We recommend that parents try to encourage children to work at their own pace and at the same time leave opportunities for their own interests. Please let us know if you experience any difficulties or problems with homework.

‘The schools positive relationship with parents and the local community contributes enormously to pupils learning’ (Ofsted 2014/15)

Where and when?

- A quiet room with a suitable working surface is ideal for many children, although this is not always possible.
- It is always best if the rest of the family should respect the time set aside for homework, with disturbances kept to a minimum. It can also be discouraging to be sent to a bedroom with homework, whilst the rest of the family engages in a shared social activity.
- Homework that is started late is seldom well done.

How can parents help?

- There are many ways that parents can help.
- They can test what has been learned; listen to children read what he/she has written; check presentation for neatness and accuracy; or direct your child to a suitable reference book or other information.
- If a child is genuinely stuck, parents can provide guidance, sufficient to overcome the problem, rather than to give the direct answer.
- Encouraging children to check that homework is understood when they come home.
- Parents are requested to sign their child's book or sheet when the child has completed his/her homework.
- Parents are encouraged to make a constructive comment in their child's homework book should they so wish.



What types of homework will my child receive?



- It is impossible to provide an exhaustive list of types of homework but it may include learning multiplication tables and spellings, undertaking Maths investigations, completing or consolidating class work; practicing basic skills; developing lines of enquiry, or preparing for a lesson.
- The tasks asked of the children may also include revising or learning for a test; making use of reference materials from home or library, and/or factual or imaginative writing.
- In addition children should read on a regular basis and keep to a “reading target” for each week. Please check this regularly because it is updated frequently.

Creative opportunities

How much homework will my child receive?

- The minimum amount of homework set for all pupils is twice weekly.
- On Mondays for collection on a Thursday and on Thursday for collection on Mondays. If homework is not received on these days parents should return to school immediately to collect it with their child.
- It is set in this way so that it is not detrimental to children's involvement in other extracurricular or out of school activities. Other work however may be set as appropriate during the school week.
- In addition to other homework assignments, children should bring their home/school reading packs on a daily basis. Guidance for parents is included in Reading Packs.

'The Headteacher is highly ambitious and determined. This strong sense of purpose and vision are shared by all the staff and the governors' (Ofsted 2014/15)

Can computers be used for homework assignments?

- Children fortunate enough to have access to a computer/tablet or the Internet may use them to complete homework. However, no child's work will be penalised if he/she does not have them.
- We also welcome children using computers in school to research homework.



Working with technology



Invitations to all the family to get involved



'Senior and subject leaders lead by example' (Ofsted 2014/15)

Can my child do his/her homework with a friend?

- In many circumstances it is fine for children to work together and thus clarify their own thoughts and pool their ideas. In other circumstances this will not apply: e.g. if the homework involves writing about a personal experience or viewpoint.
- Teachers will keep records of completed homework and inform parents of children who are persistently not completing homework assignments.
- If children are unwell and unable to attend school, the assumption is made that a child is not fit enough to undertake school work. Consequently the school is unable to accommodate requests from parents for extra work for children to complete whilst absent from school except in exceptional circumstances.
- Similarly if parents choose to take their children on family holidays during the school term, school will be unable to provide extra work for children to complete during the time they are on holiday.
- Children who have difficulty completing work on time should be encouraged to attend our excellent Homework Club. The Homework Club is run by an experienced teaching assistant twice a week and is entirely voluntary.

Excellent Attendance

Can I take my child out of school during term time ?

- Attendance at Birchwood is well above national averages.
- Full attendance leads to the best educational outcomes for children.
- Non-attendance is extremely disruptive for the school as lessons need to be re-planned and class groups reorganised. We are unable to complete “catch up” lessons for those missing school.
- In September 2013, the Government introduced significant changes to attendance regulations for pupils at school. The regulations will continue to apply during this academic year (2016/2017).
- The amendments set out in Education (Pupil Registration) (England) (Amendment) Regulations 2013, govern all requests for leave within term-time. When considering such requests for a leave of absence, the school are obliged to act within the law.
- Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.
- The Government has not defined ‘exceptional circumstances’ as referred to in the 2013 regulations. It is for the Headteacher to decide what he/she views as ‘exceptional’ and it is at their discretion if the circumstances warrant the leave to be granted.
- The school can only consider Leave of Absence requests which are made by the ‘resident’ parent.
- Each application for a leave of absence will be considered on a case by case basis and on its own merits.
- Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.
- Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).
- It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).
- Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.
- Fixed Penalty Notices are issued in accordance with Warwickshire County Council’s Code of Conduct for Penalty Notices.

We greatly appreciate parental support to reduce the total amount of days lost due to holidays. We are committed to working in partnership with you to enable your child to reach their academic targets and to support their social development. For this to happen we need to keep individual attendance as high as possible - we all need to play our part.

Engaging in exciting Themes



How does the school safeguard my child?

Safeguarding children is taken extremely seriously at Birchwood. Not only does EVERY single adult in school require a DBS (Disclosure and Barring Service) we have clear procedures to make sure that children are safe and secure at all times.

- Under the 'Education Act 2002 (Section 175 for maintained schools/Section 157 for academies/free/independent schools)' schools must make arrangements to safeguard and promote the welfare of children.
- Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.
- Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. This will only be done where such discussion will not place the child at increased risk of significant harm.
- Schools will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.
- Occasionally, concerns are passed on which are later found to be unfounded.
- Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.'



Engaged in learning



Golden Rules

- Our aim is to create and maintain a happy, positive, learning environment for all. This school has adopted a positive approach to the management of pupils' behaviour in that we actively encourage good behaviour and nurture the children's self esteem. We recognise that good behaviour is a necessary condition for effective teaching, learning and enjoyable socialising to take place
- We have a number of many positive elements to our 'Behaviour Management Programme', both to support and reward good behaviour and work, and to manage the situations where children fall below the standards we set. They provide a fair and secure framework so that both children and parents know what is expected of them
- Our ONE School Rule is "**Consideration**" – taking others into account ...



Police investigate



Many positive rewards



'systems for checking the quality of teaching are rigorous and accurate' (Ofsted 2014/15)

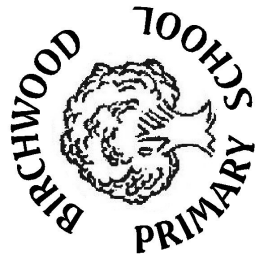
The star system

Children receive huge amounts of rewards and praise at Birchwood. Children are rewarded for excellence in work or behaviour with a star.

- 100 stars earn a pupil a Star Certificate which is presented in Achievement Assembly.
- 500 stars receives a Headteacher's Bronze Certificate
- 1000 stars receives a Headteacher's Silver Certificate
- 1500 receives a Headteacher's Gold Certificate
- 2000 receives a Headteacher's Platinum certificate

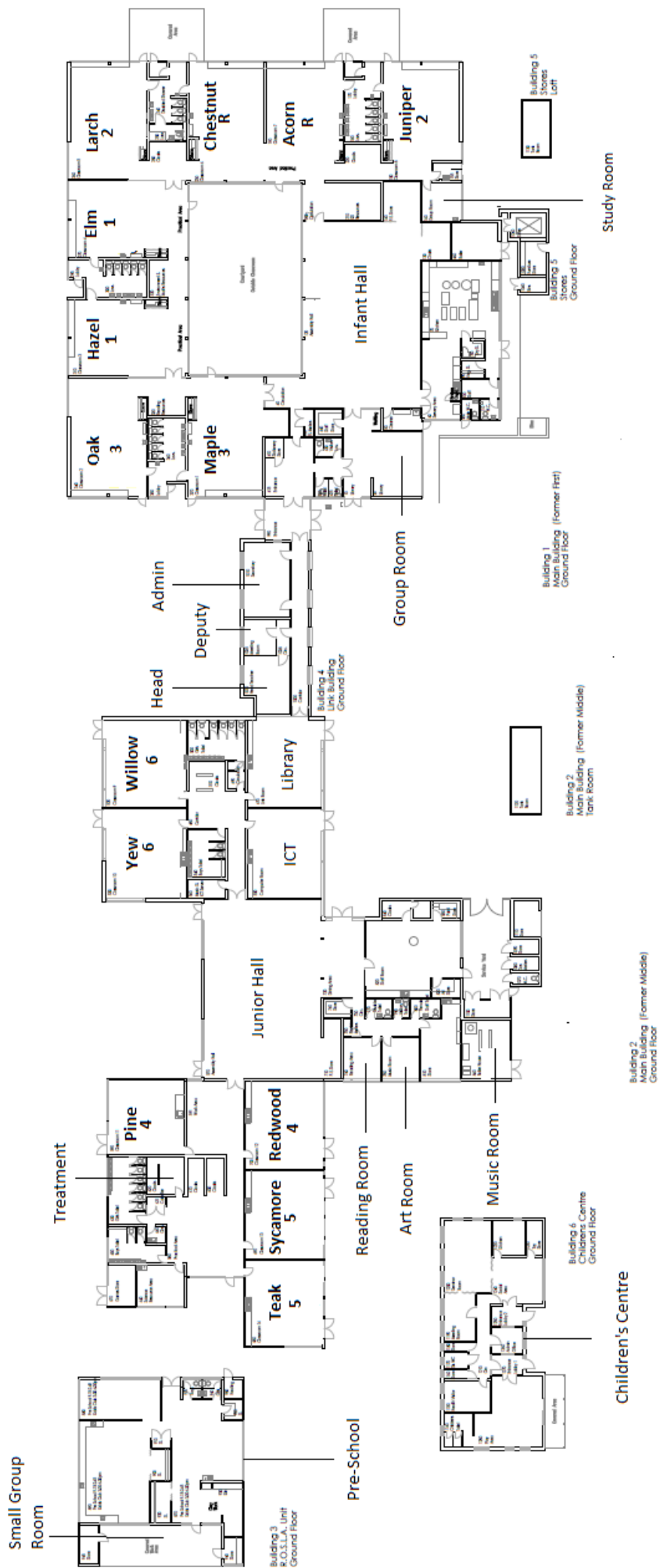
Parents are invited into Friday achievement assemblies where Headteacher's Certificates are awarded.





Birchwood Primary School

Map 2017/18





General Information



The School Staff

Headteacher	Mr N Coleman
Management Responsibility	Day to Day Management, Senior Leadership Team
Subject Responsibility	Assessment
Associate Headteacher	Mrs M Day
Management Responsibility	Senior Leadership Team
Subject Responsibility	Music
Inclusion Manager/Class Teacher	Mrs M Day
Management Responsibility	Inclusion Manager
Subject Responsibility	Special Education Needs, Pupil Premium
Senior Teacher/Class Teacher	Miss L Purdy
Management Responsibility	Senior Leadership Team
Subject Responsibility	Maths
Senior Teacher/Class Teacher	Miss H Mould
Management Responsibility	Senior Leadership Team
Subject Responsibility	English
Senior Teacher/Class Teacher	Mrs G Willis
Management Responsibility	Senior Leadership Team
Subject Responsibility	EYFS Leader, Phonics
Class Teacher	Subject Responsibility
Miss L Aston	Art
Mrs T Atkins	NQT Mentor
Mrs J Bayliss	MFL
Mr J Bright	Music support and Boy's Sport
Miss A Chamberlain	TBPS
Mrs H Clarke	History and School Direct/Students
Mrs C Clemments	PSHE and RE
Mrs K Davis	Geography, Eco Council
Mr A Hammersley	DT
Miss G Hill	Library, School Council
Miss H Jones	Computing
Miss R Lowe	TBPS
Miss H Mould	English and Online safety
Miss K Norton	SEND Support
Miss H Noctor	PE
Mrs L Sparrow	Phonic Support
Mrs L Stockton	School Direct Student
Mrs E Webb	Science
Mrs T Wise	Birchwood Additional School Experiences (BASE)

Staff are correct at the time of printing.



General Information

The School Staff



Teaching Assistant Team

Mrs J Broadbent
Mrs Calloway (TA3)
Miss L Dow
Mrs G Evitts
Mrs K Faultless
Mrs L Fannon
Mrs D Fisher
Mrs E Mansfield (Librarian)
Mrs B Shaw (TA3)
Mrs C Short
Mrs H Spies (TA3)
Mrs R Spong (TA3)
Mrs A Stubbs
Mrs J Tucker
Mrs R Tweed
Mrs D Whitlock
Mrs Y Williams (TA3)

Administrative Team

Mrs L Grinham
Mrs M Herrmann
Mrs J Jackson (Office Manager)
Mrs S Ryle

Midday Supervisors Team

Mrs C Bainton Ball
Mrs N Biars
Miss K Deacon
Mrs K Dexter
Mrs D Haskell (Senior Midday Supervisor)
Mrs A Heraty
Mrs M Herrmann
Mrs S Oxley
Miss C Spenser
Mrs L Sweet
Miss S Thomas
Miss R Collington
Mrs A Wood
Mrs V Wrenn

Catering Team

Miss S Cooper
Mrs J McIntyre
Mrs V Pardoe (Catering Manager)
Mrs C Thompson
Mrs K Walker

Caretaking Team

Mrs L Blakeman
Mrs R Cornelious
Mrs K Davies
Mrs J Harris
Mrs H Jones
Mrs C Thompson
Mr R Oak (Caretaker)
Mr A Ravenscroft (Estates Manager)



General Information

The School Governors



Chairperson	Mr N Bratt
Category	Appointed Governor
Elected as Chair	May 2012

Vice Chair	Mr M Potts
Category	Parent Governor
Elected	July 2015

Headteacher	Mr N Coleman
Category	Staff Governor

Clerk to the Governors	Mrs J Woodward
Address	c/o Birchwood Primary School
Tel. No.	01827 892913
Email	J.woodward@communityacademiestrust.org

Appointed Governors	Term of Office Ends
Mr N Bratt	May 2018
Mrs Boone	July 2020
Mr G Brain	December 2020

Staff Governors	Term of Office Ends
Mr N Coleman	With employment
Mrs Webb (Teacher)	September 2021

Parent Governors	Term of Office Ends
Mr M Potts	October 2018
Miss E Whapples	December 2019