

Bluebell Primary School



Brochure 2017/2018



Dear Parents and Carers

I would like to offer you a warm welcome to Bluebell Primary School. Bluebell Primary formed in September 2007 following re-organisation in the Central Norwich area. The last ten years the school has been on a journey and a year ago was judged by Ofsted as a good school, with personal development and welfare seen as outstanding.

At Bluebell Primary School we aim to provide a safe and nurturing environment for your child in which they can learn the necessary skills to keep themselves safe and healthy. There are high expectations of the children and the adults within the school community. Behaviour shows consideration towards others and, in order for us to be considerate towards everyone, it is necessary to have some school rules.

Here at Bluebell Primary we believe education is about the whole child. Our school is inclusive and embraces the rights and entitlement of everyone to an education appropriate to their needs and aspirations. Every child is treated as an individual and we work hard to develop them as a whole person. We endeavour to ensure that every child works to their full potential along with encouraging them to understand and be tolerant of the needs and views of others. If we take pride in ourselves this leads to an appreciation of the efforts and achievements of others.

Parents and carers are a vital part of the school community and here at Bluebell we aim to forge strong links with you. We welcome your contributions towards your child's education and look forward to working with you throughout your child's education. The staff at Bluebell are looking forward to meeting and getting to know parents and carers, so please come in and join us in working together.

Here at Bluebell Primary School we strive to give your child the very best possible start to their school life and wish to see them go on to be happy, independent and responsible young people.

I hope the information within this school brochure will be useful. You will find the main things you need to know about the school and how we run it in the best interests of the children. If you have any further questions after reading the brochure, please do not hesitate to contact the school office.

We look forward to meeting you

Yours sincerely

Trudi Sharred
Headteacher Bsc (hons) PGCE MA(Ed)

Dear Parents and Carers

On behalf of all the governors, welcome to Bluebell Primary School.

At Bluebell Primary School, governors, staff, parents and children work together building on success in an atmosphere of care where everyone feels valued. I feel very lucky to be involved with the dedicated and professional staff and support teams.

As governors we become involved with a variety of issues including finance, pupil welfare, staff appointments, health and safety, maintenance of buildings and grounds. However we consider our most important role is to monitor the education and wellbeing of the children.

Governors are appointed according to their skills to ensure that objectives are met and that planning for the future is both visionary and realistic. We are here to support and encourage the Head teacher and all school personnel so that children have access to an enriched education and the opportunities they deserve.

This is an opportunity for me to thank all the parents who encourage and support their children so well. The strong partnership, which already exists between school and community, underpins the ethos, which is so characteristic of Bluebell Primary School.

We are justifiably very proud of Bluebell Primary School achieving a GOOD rating in our recent Ofsted. Below are some of the many comments from our Ofsted report. For more information have a look at our excellent website.

'The personal development and welfare of pupils are outstanding

'Pupils' behaviour is good, they show respect to one another and to adults'

'Pupils make good progress from their different starting points'

'The school enables pupils to achieve well

Choosing where your child will grow and learn is very important, come and meet the enthusiastic Head teacher, children and staff.

Parents and governors have key roles in helping Bluebell Primary School to raise standards for all our children both now and for future generations.

If you have any specific questions about the governing body please do not hesitate to contact myself or any member of the governing team.

With very best wishes

Sue Ryan

Chair of the governing body.

The Governing Body

The Governing Body consists of a group of individuals who all are interested in supporting and leading the school forward. Some Governors are appointed by the Local Authority, Parent Governors are elected by the Parents, Co-Opted Governors are asked to be part of the Governing Body and Staff Governors are elected by members of staff in school. All parents are eligible for election as Parent Governors when there is a vacancy and are entitled to vote in the elections. The period of office lasts for four years.

The Governing Body has a number of responsibilities including:-

- Working with the staff to provide the best education for your children;
- Working with school staff to develop policies;
- Reviewing the home-school agreement;
- Approving the school's annual budget plan;
- Making information available to parents;
- Ensuring that buildings are in good repair and meet statutory safety requirements;
- Ensuring that the school curriculum meets legal requirements;
- Appointing school staff.

Co-Opted Governors:

Jane Rolph
Yvonne Thompson
Carolyn Sayer
David Browne
Ed Holley
Vacancy

Local Authority Governors:

Sue Ryan (Chair of Governors)

Staff Governors:

Trudi Sharred (Headteacher)
Julie Wicklund

Parent Governors:

Anne-Louise Nugent
Christopher Fish

Clerk to the Governing Body:

Susan Edwards

The Staff Team at Bluebell Primary School

Senior Leadership Team

Mrs Trudi Sharred	Headteacher
Mr Ed Dooley	Deputy Headteacher
Mrs Davina Cook	Inclusion Lead
Miss Emma Cresswell	Junior Phase Leader
Miss Rachel Haines	Infant Phase Leader

Teachers

Mrs Susanna Eastick	Mrs Natalie Chaplin
Miss Emma Cresswell	Miss Belinda Rudd
Miss Rachel Haines	Mrs Vicky Slater
Mrs Sally Nicholas	Mr Duncan Reekie
Mrs Julie Wicklund	Miss Beckie Yates
Mr Ed Dooley	Miss Jessica D'Souza

Higher Level Teaching Assistants

Mrs Tracey Gonzalez	Miss Louise Young
Mrs Jane Howes	Miss Joanne Tottingham
Miss Jenny Ward	Mrs Jenna Jones
Mrs Zoe Castleton	Mrs Joanne Hunniball
Mrs Lisa Davey	Mr Bradley Rea

Teaching Assistants

Mrs Jan Barrett	Mr Matthew Drake
Mrs Emma Atkins	Miss Kelly Grey
Mrs Susan Seaman	Miss Danielle Carle
Miss Cara Bolger	Miss Courtney Mundy
Miss Alex Maher	Mrs Charlene Howes
Miss Phoebe Newell	Ms Sharon Durrant

Behaviour Nurture Inclusion

Mrs Rachel Marche
Miss Shannon Wiseman
Miss Vanessa Browne

Learning Mentors

Mrs Tammy Bunn

Breakfast Club

Mrs Emma Rider
Mrs Susan Seaman
Miss Manca Perko

Midday Supervisory Assistants.

Mrs Tammy Bunn (Senior MSA)
Mrs Heather Page
Miss Carlie Springett
Mrs Rachel Marche
Ms Rosalind Lee

Mrs Susan Seaman
Mrs Emma Rider
Miss Dureena Moles
Mrs Emma Self
Miss Katie Davis

Secretaries

Mrs Susan Edwards
Mrs Marina Bennett

Finance Officer

Mrs Rebecca Balls
Parent Support Advisor
Mrs Kimberley Bowen

Aims and Values for Bluebell Primary

At Bluebell Primary we aim:

- To provide a safe, nurturing environment that enables children to learn the necessary skills to keep themselves safe and healthy.
- To enable each child to develop their own self-esteem in setting their own high standards, raise aspirations, take pride in their work, to have the desire to do their best and to enjoy learning.
- To enable all pupils to make good progress appropriate to their individual abilities
- To celebrate different cultural origins and diversity, promoting tolerance, respect and understanding for all people.
- To provide stimulating learning experiences, through good teaching and a broad, sound curriculum enabling the children to become independent and active learners with an understanding of learning that can take place outside of the classroom.
- We are committed to close links with parents, carers and the local community ensuring effective communication between all involved.
- To ensure the well-being of all involved in Bluebell Primary (Pupils, Staff, Parents, Governors, Members of the Community).
- To encourage children to work independently and with others in a spirit of cooperation and respect for themselves as well as others throughout all aspects of the school day.
- To develop children's confidence to think and express themselves creatively and logically and to enable them to manage their emotions appropriately.
- To foster and develop respect and care for our immediate environment around us, along with the environment as a whole.

Here at Bluebell Primary we are fully committed to supporting the pupils in their efforts to help give them the skills and self-belief to succeed by

Aiming high and responding to challenge
Celebrating and developing independence
Developing a love of learning and understanding of life
Taking care of self and others



Working on Maths in Class

Admission to Bluebell Primary

Admission to Nursery

The Nursery is able to admit up to 52 part time places, 26 in the morning and 26 in the afternoon.

In line with policy from Children's Services, children may be admitted into nursery class at the beginning of the term following their third birthday, if a place is available. Children usually start nursery class at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available, children may start mid-term.

If there are more applications for places than places available, preference will be given to children living **nearest** the school according to the following rules in this order of priority

- Children with independently verified evidence of additional need
- Children in public care who live in the area served by the school
- Children who live within the catchment area and have a brother or sister attending the school at the time of their admission
- Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission

If you would like to apply for a nursery class place at Bluebell Primary please contact the school office. Our admission policy for Nursery is available from the school office.

If you are given a place in the nursery class, it does not mean your child will automatically have an admission place in the Reception Year. You will have to apply separately for a place for your child in the Reception Class by completing the appropriate form and returning it to the Local Authority.

If you have any queries about an application for a place at Bluebell Primary, or about the admissions' process into Nursery, please contact Trudi Sharred (Headteacher) at the school. 01603 452196

Children having fun outside



Admission into Reception

We are able to admit a maximum of 30 children into our Reception class.

In line with the guidelines from Children's Services all Reception children will be admitted during the autumn term. Parents and Carers are asked during the preceding Summer term to decide whether they wish for their child to attend full or part-time (mornings only) for the first term. Once this decision has been made, parents need to be committed to this pattern of attendance.

Our admission policy allows children to start school earlier than the law requires. However the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year. Your child must start school by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If you inform us that you wish to delay your child's entry the place will be held and will not be offered to another child.

If there are more applications for places than there are places available, the Local Education Authority will give preference to children living **nearest** the school according to the following criteria in this order of priority:

- Children with a statement of Special Educational Needs naming that school
- Children in public care who live in the area served by the school
- Children who live within the catchment area and have a brother or sister attending the school at the time of their admission
- Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission
- Children living outside of the catchment area and have no brother or sister attending the school the time of their admission

If your child has a place in the nursery class, it does not mean they will automatically have an admission place in the Reception Year. You will have to apply separately for a place for your child in the Reception Class.



If you have any queries about an application for a place at Bluebell Primary please contact Trudi Sharred (Headteacher)

If you have any queries about the admissions process please (either contact the headteacher at the school or) contact Norfolk County Council Education department on 0344 800 8020.

Admissions to Bluebell Primary at any other time

If you wish your child to start Bluebell Primary at any other time through their time at Primary School it needs to be done through Norfolk County Council. You will be required to obtain a form from the school your child is at and ask the Headteacher to sign it. This is then sent to Norfolk County Council who will inform you of the outcome.

Organisation of the school

Bluebell Primary is organised into nine classes ranging from Nursery to Year six. The children are taught in classes according to their age. The school also hosts a Specialist Resource Base for children who have been diagnosed with Autistic Spectrum Disorder. This is a County resource and caters for children in Key Stage Two.

Each class is taught by their class teacher and higher level teaching assistants and in addition will have access to other teaching assistants who work alongside to support all the children with their learning.

We aim to provide for our children a school day that will motivate, challenge and excite them in order to promote independence, perseverance, enjoyment and achievement at their individual levels.



Children with their Harvest Festival
Donations to the Night Shelter

School Uniform

Bluebell Primary has a school uniform that **all** children in the school are expected to wear. The uniform is a very important part of our school as it helps all of our children to develop a sense of identity. We aim to develop a sense of pride in our school amongst even our youngest children in nursery and the school uniform plays a vital part in this process. We also believe that it plays a part in the children approaching school and learning in a positive and purposeful attitude. Coming to school dressed correctly with all the important equipment, such as a book bag and appropriate PE kit sets the children up with a good attitude in which to approach each new day.

Bluebell Primary School Uniform is:

Black uniform trousers or knee length skirts

White polo shirt

White/black socks or tights (Leggings under skirts/dresses are not appropriate for school)

Navy blue jumpers or cardigans - preferably with the school logo.

Sweatshirts and Fleecees with the school logo can be purchased from the school office.



In the summer children may choose to wear:

Black uniform shorts (not PE or leisure shorts)

Blue check gingham or candy striped dress

We would not expect this to be worn before the Easter holidays or after the October half term.

Trousers must be of school -wear type - jeans, jogging pants or sports trousers must NOT be worn.

PE kits need to consist of black shorts and a white t-shirt and appropriate footwear for PE to be carried out outside. These **need to be in school all week**, and go home at the weekend to be washed.

We discourage the extremes of fashion as school is a place of work and the appearance and dress of the pupils should be appropriate for a pupil of Primary School age. Long hair should be tied up with a plain bobble and fringes should not be so long as to distract the child from their learning. It is not appropriate, for health and safety reasons, for children to wear jewellery in school, although we do permit small studs for pierced ears. Children may wear watches from Year 3 upwards, however, if they cause a distraction children will be asked to leave them at home.

Attendance in School

It is the parent's legal duty to ensure that their children attend school regularly and on time. Children need to attend school regularly and on time. We, like all schools, have a legal obligation to mark the register showing attendance and absence, including lateness, rigorously. We also have to report and publish details of attendance. Children who arrive late can feel distressed and have often missed out on explanation and input from the teacher for the task that they are required to do, this immediately puts them in a more difficult and stressful situation.

Non-attendance

Schools are required to assess whether an absence is justified or not. Parents are not able to authorise absence themselves. If your child is absent from school, please let the school know on the first day of absence.

An unauthorised absence is one:

- Which the school does not know the reason for
- Where the child has arrived late and missed registration
- Which is not an appropriate reason to miss school eg a pupil's birthday

**Due to a change in the law from September 2013, headteachers are not allowed to authorise holidays during term time
Parents taking children out of school can be subject to fines of £60 per parent per child**

Attendance is monitored closely by the school and if a child's attendance dips parents will be invited in to discuss this. If a child is frequently ill then medical evidence will be requested before an absence is authorised. Parents may be invited to fast track meetings to help support an improvement in attendance. If attendance remains poor, then the parent could ultimately end up in court.

Behaviour/Anti Bullying

At Bluebell we are committed to maintaining a high standard of behaviour and discipline at all times. The children and adults within our school have a right to be in a safe, secure and happy environment. The children need to have a clear understanding of the sort of behaviour expected within the school. They are expected to take responsibility for their own actions.

It is very important that all children at Bluebell behave in such a way that they do not disrupt or disturb the learning of others or themselves. Within Bluebell we have three school rules.

'We follow instructions'

'We show good manners'

'We take care of everyone and everything'

The whole school works together to create an atmosphere where good behaviour is encouraged by example and where opportunities for bad behaviour are systematically removed. We aim to encourage and stress the positive benefits of appropriate behaviour in all circumstances. If problems do arise, or in the event of your child not behaving acceptably, we do expect your support to help bring about the necessary changes. We firmly believe that every child has the right to learn and feel safe in school and every adult working within the school has the right to be able to teach. Any child who stops either happening will lose privileges of playtimes or special activities that are arranged, such as trips out, or working with visitors in school until they can show us that their behaviour has improved.



Teamwork at Playtimes

At the end of each week we have an assembly to celebrate the achievements of the week, both in and out of school. All children are included in this regardless of their ability.

Any form of bullying will not be tolerated at Bluebell Primary.

If you wish to see the behaviour policy, you can request a copy from the school office.

Communication with Parents

Regular contact with parents is vital and enables us to make the best provision for your child. If you need to speak to a member of staff they will usually be able to see you at the end of a school day.

Every Tuesday the school sends out a newsletter, via email, with relevant information about what is going on at school. Attached to this will be any letters that your child needs to bring home. Although we endeavour to get all information out to parents on a Tuesday, this is not always possible, so there may be occasions when you receive letters other than on a Tuesday.

Reporting to Parents

Throughout the school we record what each child is able to do, making detailed observations of progress. During the Summer term the teachers write a detailed report on each child in their class on which parents have the opportunity to record their comments.

Twice a year, during the Autumn Term and the Spring Term, parents and carers are invited to make an appointment to see the class teacher to discuss their child's progress. If parents are worried or concerned at any other time, they are able to make an appointment to see the teacher or the Headteacher.



Children making Pizzas in the Pizza Express Kitchen

Parents meetings

We do hold events for parents to come into school on issues of interests. Over the past year we have held reading cafes, assemblies and other events. Please let us know what you would like to find out more about and we will do our best to provide relevant workshops for you.

Parental Involvement in School

We are very keen to have parents in school and helping out. If you are able to offer some time, please talk to your child's teacher. Due to safeguarding regulations, we do have to request that you undertake a DBS check.

Parents can also be involved in school through our 'Friends' group which is run by some of the parents and staff, they are always looking for more people to join the group, they are contactable through the School Office or you can send an email to friendsofbluebell@outlook.com. The 'Friends' group is very important in school as it raises funds to enable the children to have some extra treats.



Working in Class on Comic Relief Day

Parent Support Advisor

Our parent support advisor, Mrs Kimberley Bowen is in school three days a week. The role of a PSA is to support you with any issues that you may have and to 'signpost' you to places where you can get the help and advice that you may need. If you would like to make an appointment with Kim, please contact the school office.

EVERY CHILD MATTERS AT BLUEBELL PRIMARY

A Healthy School
where:

I can eat healthy
food, learn about
healthy lifestyles
and make healthy
choices.

I have at least 2
hours of PE and
sport each week.

I am able to
participate in
extra curricular
sports clubs.

I am able to
benefit from
specialist sports
coaches. I am
encouraged to
participate in
sporting
tournaments.

I am encouraged
to take part in
positive play.



**Bluebell Primary School
Where everyone is included
and Every Child Matters.**

A learning environment where we can enjoy and achieve by:
Enabling me to reach my full potential in reading, writing
and mathematics.

Giving me skills to become more independent in my own
learning. Finding my own strengths and talents. Providing a
curriculum that meets our needs.

A safe place with
good systems for:

Ensuring I am in a
safe and well
looked after
environment.

Motivating me and
teaching me how
to manage my
feelings.

Managing my
behaviour and
discipline.

Managing bullying
and discrimination.

Developing my
social skills and
working with
others. Working
with others to
protect me and
keep me safe from
harm. Enabling me
to make informed
decisions to help
me keep myself
safe.

A school that lets me contribute by:

Giving my opinion. Listening to me. Supporting
other children in my class and school. Help in the
school, the local community and various charities.

Make suggestions through the school council and
represent my class on the school council. Lets me
represent the school in activities within the wider
community.

A place to prepare for a future of economic well-
being where:

I will be seen as an individual with my own needs.

I will be encouraged to use my talents.

I will be challenged

I am valued for myself

I will be helped when resolving difficulties.

Teaching and Learning

Education in the Early Years is vitally important for the children to acquire basic skills. It is important that foundations are laid on which future learning can take place. If children are motivated, enthusiastic, interested and happy then they will learn more effectively throughout their education. The children need to learn in an atmosphere where they are not afraid to make mistakes and this in turn becomes an important part of the learning process. Every child within Bluebell Primary will be encouraged to reach their highest potential and be motivated to continue learning.

During your child's time at Bluebell Primary they will go through three stages of learning. Foundation Stage, Key Stage One and Key Stage Two. In the Nursery and Reception the children follow the Foundation Stage Curriculum. Here they learn a wide range of skills that will enable them to continue their learning into Key Stage One.

The Foundation Stage curriculum comprises of 3 prime areas:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These 3 areas are then strengthened and applied through four specific areas which are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

Throughout Key Stage One and Key Stage Two the children follow the National Curriculum which includes:-

Literacy, Mathematics, Science and Information, Communication Technology. History, Geography, Art and Design, Design and Technology, Music, Modern Foreign Languages, Physical Education, Personal, Social and Health Education and Religious Education which is taught in line with the Norfolk Agreed Syllabus.

Art and Design Lesson



Here at Bluebell Primary we are developing a creative curriculum where subjects are not taught in isolation. Our aim is to make links through subjects in a fun and interesting way that meets the needs of the children within our school. Working in this way develops a whole host of social skills as well as the specific skills they need to learn to progress in their education.

Careful planning ensures that these subjects are matched with the age, experience and ability of each child. The use of computers and other technology are an integral part of the curriculum.

Educational Visits

Educational Visits are an important part of the children's learning. All children throughout the school are given the opportunities to further extend and reinforce their learning with many practical hands on experiences. Government regulations mean that these visits require a lot more paperwork from all involved. We value your support with these visits and they would not be able to go ahead without the voluntary contributions we receive from parents and carers. Parents and carers will be notified in plenty of time if their child is to go on a visit.

As well as visiting other places, we welcome visitors into school. These may be groups where people come in and work with the children, storytellers, theatre groups and volunteers.

Visits last year involved trips to the zoo, an Anglo Saxon Village, Pensthorpe, Thetford Forest and local walks around Norwich. We also do a residential trip to Kingswood for our Year 6 children.

Year 5 and 6 Walking Tour of
Norwich and a visit to the
Marble Halls



Music Lessons

The school currently offers guitar lessons to children who wish to learn. These are for children in Key Stage One onwards. The lessons are taught by a peripatetic music teacher who comes into school on a weekly basis. There is a termly charge for these lessons, which is variable depending on the number of children who have the lessons.

There may be opportunities for children to learn other instruments if there were enough interest across the school, please let Mrs Sharred know if your child is interested in learning a different instrument.

Physical Education

Physical Education and physical activity are vital aspects within children's learning. PE is taught right throughout the school. The children work on gymnastics, dance, athletics and games skills. The children will also participate in swimming lessons throughout their time at Bluebell Primary. Links with the Local School Sports Partnership enables us to further develop our own skills and access specialist coaches who will come into school and work with your children.



Year 3/4 Girls winning the School Games Plate

Sex and Relationship Education

The school aims to provide a co-ordinated approach to sex and relationships education. It forms an integral part of the science curriculum.

Included in the many topics which the children will be covering will be the relevant and appropriate information for the child's stage of development. At all times the correct terminology and information will be given.

It is important that children should be well prepared in advance about physical and emotional changes that take place in their lives. All ages of children will be learning facts appropriate to their age throughout school. However, the main focus is on years 5 and 6. Parents are able to view resources on request, and are entitled to withdraw their children from some aspects of sex education. The policy of the school, which is reviewed annually and has full support of the Governing Body is available to view at the school office.

Homework

As part of our partnership between home and school, we expect all our children to do some work at home to support their learning in school. The amount of time for this varies depending on the age of your child.

Homework will consist of four activities, reading, spelling, talking and maths. The time spent and amount will differ and increase as your child moves through the school.

If you wish to see our homework policy, please ask to view it at the school office.

Assessment

We believe that whilst your children are in our care it is important for us to monitor their progress in order to plan for their individual needs. At the end of each phase of learning (Early Years Foundation Stage, Key Stage One and Key Stage Two) the children are assessed and this information has to be passed to the Local Authority. In addition to this children in Year One are required to undertake a phonics screening assessment. The school is further developing a new assessment system following the removal of the old national curriculum levels.



Children working together
counting their money

Special Educational Needs

All children are entitled to access a broad and balanced curriculum in accordance to their needs and in line with SEN and Disability Code of Practice 2014. (See SEN information report on website)

Here at Bluebell Primary we work closely with parents, carers and other outside agencies, where appropriate, to meet your children's needs. Parents and Carers are invited into school on a regular basis to discuss progress being made where children have learning difficulties and their progress is tracked through provision maps. Then, if appropriate, Individual Provision Maps will be written and agreed to support your child's learning. However, we use these plans less frequently as the children's records through Learning Ladders indicate exactly which areas of learning each child needs to work on.

The Inclusion Leader works closely with the Headteacher and staff in monitoring special needs throughout the school.

The school also hosts a Specialist Resource Base (SRB) for KS2 children on the autistic spectrum. This is a county resource and children are admitted through a county panel. From September our aim is for the children in the SRB to access more of the mainstream provision in line with their peers.



Equal Opportunities

The school follows an equal opportunities policy. All members of the school community will have their efforts and achievements acknowledged and valued to ensure that they are encouraged at every stage and that work is matched to ability in order to achieve this aim.

Gifted and Talented

Identification of gifted and talented pupils will take place throughout the school. We ensure that every child's individual education is tailored in order for them to achieve the highest standards possible. Just as we make appropriate provision for children with other special educational needs, we cater for gifted and talented children by providing and supporting rich and challenging experiences.

English as an additional language

Mrs Cook is our schools' English as an Additional Language Co-ordinator and she will assess your child's level of English and then works with those who need to further develop their knowledge of speaking English supported by Mrs Gonzalez one of our Higher Level Teaching Assistants. We have various facilities within the school to support children who have English as an Additional Language and are able to provide a welcome booklet in many different languages.

Personal, Social, Citizenship and Health Education

Here at Bluebell we also place great importance on the development of the whole child. Our aim is to provide them with all the necessary skills in order to positively contribute to their local and wider community. As part of this we use a number of schemes and programs to support their development. All children are taught and challenged to develop learning behaviours, these are the skills necessary to be successful learners and each class teacher will assess the skills both the class and individuals need to develop and use a range of strategies and rewards to help the children become successful learners. The school also teaches citizenship using the 'Go Givers' curriculum. These sessions allow children to learn and discuss a wide range of social issues, helping them to develop an understanding and tolerance towards the world around them.

There is also a weekly circle time session in which the children can discuss issues of interest or concerns. They may also talk through health issues, bullying, emotions and feelings. Our Inclusion Team, comprising of our PSA, Learning Mentors and Behaviour, Nurture and Inclusion Teaching Assistants also support children who find social situations difficult.

School Council

Bluebell Primary School has a school council which is run by a member of staff. The Officers are older children within the school who stand for election in the Autumn term and are voted for by the children. Each class has two representatives who attend regular School Council meetings. Each class have a weekly class council, in this, issues are discussed and a decision is made as to whether it is a 'class' issue or a 'whole school' issue. If the latter is the case, the representatives take it to the next School Council meeting.

My role on the school council is chair person. I talk to people about our school and help to improve it - Otto

My role on the school council is secretary. I help Mrs Atkins write the letters for the school and help with discussions - Taz

My role on the school council is the treasurer. I help collect, count and take care of any donations that we receive when the school raises funds for charity

We believe that it is important that students have a voice within our school and that's why we have a school council. We organise events, raise money and help make the school the best it can be. The school council members are voted in by their fellow class mates and fulfil the role for the whole year.



Roles and Responsibilities

Once the children get to Year 6, they are expected to take on some responsibilities for helping around the school. They are invited to apply for 'jobs' which they do for half a term. This includes, taking round the registers, giving out the play equipment at break times, setting up the hall for assemblies, sorting lost property.

Safeguarding

We take safeguarding very seriously at Bluebell Primary School. The Designated Safeguarding Leads are Mrs Trudi Sharred and Mrs Davina Cook. If you have any concerns regarding the welfare of the children in the school, please speak in confidence to either of them. If you have any concerns regarding the behaviour of adults towards the children in the school, again, please speak to Mrs Sharred or Mrs Cook. All conversations will be held in the strictest confidence.

Every adult who works in school with your children has to undergo a DBS (Disclosure and Barring Service) check prior to starting. When appointing new staff, all identities, qualifications and DBSs are checked.

All staff have attended safeguarding training, and are vigilant in recording and passing on their concerns. All recommended procedures regarding safeguarding are being followed by the school. The school works closely with other agencies to ensure that keeping children safe from harm is paramount.

The designated Governor for Safeguarding is Jane Rolph who can be contacted through the school office.



One of the many displays around the school

Your Child's Health and Safety in School

We comply with the Local Authority Health and Safety Standards and our policy can be viewed at the school office.

All children in school need to be well and physically fit if they are to reach their full potential.

Health and Safety is of great importance to us. We are constantly checking our school site and remedy out any faults we find. If you see something that is of concern, please inform the head teacher via the school office.

All school gates are locked throughout the school day, Nursery gates are only opened to let parents and children in and out at the end of the morning session, or beginning of the afternoon session. The main school entrance is fitted with a locking system that prevents anyone entering the building unless admitted by a member of staff.

Parking around school

There is very limited parking around the school and at times this can cause issues. Please observe the parking restrictions around the school and walk to school whenever possible. Please be vigilant when walking your child into school as we do not want any accidents to our children.



School Visit to West Stow

Walking to school

It is much more preferable if your child could walk to school. The gates around the school are open from 8am each day to ensure easy and safe access into school.

However children should not be in the playground alone prior to 8.30am at the earliest.

Cycling to School

We are more than happy for your child to cycle to school. Please ensure that your child's bicycle is roadworthy and they wear a cycle helmet at all times. We have cycle storage within the school grounds where your child can leave their bicycle. Cycling is not permitted within the school grounds, if children ignore this, they will be asked to leave their bicycles at home.

Smoking on School Premises

Like all Norfolk County Council premises, smoking is **NOT PERMITTED**. Please could all parents and visitors to the school please avoid smoking on school premises. The use of E-cigarettes is seen as the same, therefore they are not permitted to be used on school premises.

Change of address and phone numbers

Please inform the office immediately if there are any changes to your address or telephone numbers - landline and mobile. It can be very distressing for a child if we need to contact their parents because they are unwell and we do not have the correct details. Thank you for your co-operation with this.

Collecting your child

If someone other than yourself is picking up your child please inform the office or class teacher as soon as possible. If someone arrives to collect your child and the parents have not informed us of this, we will not allow the child to go. Children in years 4, 5 or 6 are able to come to school unaccompanied if this is their parents wish.

Security

All visitors must report to the school office, where they will be required to sign in and be given a visitors badge. The school gates are locked each day at about 9.00am and unlocked at 3pm.

HEALTHY SCHOOLS

School Dinners

From September 2014, **every child** in Foundation Stage and Key Stage One are eligible for a **free school dinner**.

We would strongly encourage all of those children in Reception, Year One and Year Two to take up on this fantastic offer.

Here at Bluebell Primary we have our very own cook on site who cooks tasty, fresh and nutritious lunches every day. There are three options for a cooked meal, the meal that is on the menu for that day, a vegetarian alternative or a jacket potato. Children in KS2 can also choose a packed lunch if they prefer.

Children are able to bring a packed lunch from home should they wish to do so. However, it needs to follow certain guidelines, a packed lunch should:

- Contain as many healthy elements as possible to reflect our 'Healthy Schools' status
- Be clearly marked with the child's name
- Contain everything within it
- Ensure there are **NO** fizzy drinks, cans, bottles or sweets

Ideally a lunch box should contain some type of sandwich, some sort of yoghurt, some fruit and a small biscuit or cake as a treat. If children eat too much processed food, it can affect their ability to learn effectively.

We thank you for your cooperation with this.

When children eat their dinner in school we expect good table manners and that they are as independent as possible. Our Midday Supervisory Assistants are an essential part of our school team. The children need to treat them with respect and follow their instructions. If children do not behave appropriately in the dinner hall, then they lose the right to eat their lunch in the hall with their friends.

The cost of a dinner is £2.20 per day, however if you are in receipt of income support or family credit you may be eligible for free school meals, please call into the school office to pick up a form.



Christmas Lunch

Snacks

Children in Key Stage One receive free fresh fruit or vegetables daily as part of a Government initiative. We would like the children here at Bluebell to continue this good habit, it also contributes towards their five a day! In Key Stage Two we run a tuck shop for the children at break time. They can purchase an item of food for 25p which they sit and eat before going out to play. These snack foods comply with the healthy food in schools regulations.

Water in school

Water is necessary in regular amounts to keep the body and mind healthy. Each child needs to bring in a water bottle so that water is available to them throughout the day.

Milk

Milk is provided at a convenient time during the morning to those who like it. If you wish for your child to have milk each day in school it must be ordered and paid for by the Thursday of the week before. Milk can be ordered at the school office.

The School Health Service

The School Health Team for all schools is based at Colman Road. If parents wish to contact them directly they need to telephone their head office, the number to contact them on is 01362 654916.

A healthy child learns better. We all know the importance of good beginnings and the importance of parents and staff working together. If a child is ill or has special needs parents should go to their own doctor; however some conditions will be important from an educational point of view, and the school health service will provide care for all children while they are at school.

We have a school nurse who regularly visits the school. The nurse records details of the children's health and are in contact with other medical staff that may be involved. We seek the co-operation and consent of parents to achieve the best quality of care.

The school nurse sees every child in school and parents are invited to attend health assessments. Please take the opportunity to be present so that we may discuss your child's progress and hear from you about health matters that may need explanation at school.

Please may we stress that the nurse only carries out checks. No treatment of any kind is carried out. Any concerns following medical, dental, sight or hearing tests are reported back to the parents/ carers who can then refer them to their own doctor.

General cleanliness is very important. By the time your child attends Bluebell Primary they should be encouraged to wash their hands thoroughly after using the toilet. Good personal hygiene and regular grooming will hopefully reduce the spread of common school related problems.

If you wish to see the School Nurse an appointment can be made through Mrs Trudi Sharred (the Headteacher) or Mrs Kimberley Bowen (PSA) who will be able to arrange a time that is convenient to you both. The School Nursing Service provides a range of services and support whether it is a health issue or a behaviour issue. Please come in and talk to us if you feel you may need their advice and support.



Year 6 Children - Having fun at Kingswood

Headlice

Unfortunately headlice are a common problem in schools. Please be vigilant with your own child and check their hair regularly. If your child has got some lice in their hair an easy way to remove them is to wash their hair, condition it and then comb through with a head lice comb before rinsing off the conditioner. You will then need to re-do this on a daily basis for a week or so to ensure their hair is clear. We recognise that this can be a problem for some families, if you need to talk about this further, please come in and speak to Trudi Sharred (Headteacher).

Medicines in School

Medicines (including cough sweets), other than those prescribed by a doctor, **must not be** brought into school as this can lead to confusion and possible mistakes. If you wish to give your child a dose of medicine (which had not been prescribed by a doctor) you are welcome to come into school yourself and give it at the appropriate time. If a medicine has been prescribed by your doctor you

need to bring it into the school office and complete a form providing us with details of the dosage and giving permission for us to administer the medicine. We would normally expect children who receive antibiotics for a short-term illness not to be at school until the course of antibiotics is complete. If this causes difficulties, please contact Mrs Sharred, the headteacher.

Inhalers for Asthma must be kept in school and will be used under supervision at any time during the day according to instructions given to school by the parent/carer.

If your child's medical needs change at any time during their time at Bluebell, you must inform us in writing so it can be kept in your child's file.

If your child has significant health needs relating to a condition such as diabetes or epilepsy, then there will be a Care plan drawn up between home, school and the health service to ensure that all who have contact with your child knows what to do in the event of treatment being needed. This will be displayed in a public place for all to see, so the best care can be given to your child.

First Aid

If your child has a minor accident in school a member of staff who holds a current first aid certificate treats them immediately. If your child is taken ill or has a more serious accident we will contact the parents immediately. Please keep school informed of any changes to addresses or telephone numbers - especially mobile phones so we can contact you if necessary. If you do give us a mobile phone number, it is extremely important that you keep it switched on during the day in case we do need to contact you.

Sickness

If your child is absent from school due to being ill we ask you to telephone school on their first day of absence to inform us. Please do not send your child back to school if they are not fully recovered.

In the case of sickness and/or diarrhoea your child needs to have been clear of ALL symptoms for at least 48 hours before returning to school. These are strict guidelines that we follow to prevent the rapid spread of such illnesses throughout the school. We thank you for your co-operation with this.

GENERAL INFORMATION

Getting to Bluebell Primary

Bluebell Primary is situated on Lovelace Road, just off the Avenues. Several of the older children will make their own way to school, generally on foot or by bike.

Walking

When walking to school please be careful. Our lollipop lady, Mrs Dann is on Lovelace Road to support you crossing on to the side the school is situated on. There are 3 different gates, situated around the school, that are open in the mornings to enable you to enter the school premises in a safe manner.

Cycles and Scooters

Children enjoy cycling to school or coming on their scooters, there is cycle storage within the school premises in which children store their cycles and scooters during the school day. Please do not allow your child to cycle or scooter within the playground as this is a health and safety risk to those around.

By Bus

There are bus stops on Bluebell Road and frequent services from several parts of the city.

By Car

Some children will be brought to school by car, please **think carefully about where you are going to stop.** There are regular traffic warden patrols around the school. If possible, please park away from the school and walk with your child the rest of the distance. Unfortunately we do not have any parking at school to enable parents to drop off their children.

Breakfast Club

Here at Bluebell Primary we run a breakfast club for those children whose parents need to leave them at school earlier than the initial buzzer at 8.45am.

Breakfast Club starts at **8am** and the children remain there until the start of the school day when the staff will see them to their classrooms. Your child will make their own healthy and fulfilling breakfast and have some time to complete activities. This facility is available for all children who attend Bluebell Primary.

Breakfast club **does need to be booked and paid for in advance,** for further information, please ask at the school office.



After School Club

Unfortunately there is not a demand for a regular after school club. However, throughout the year there are extra-curricular clubs running after school. Please keep an eye on the newsletter for further information.

Charging Policy

The School's Charging Policy is in keeping with that of the Local Education Authority. (Norfolk County Council) A copy is available from the school office if required.

Voluntary Contributions

Educational visits and other activities are important part of children's education. Generally these activities cost. To maintain good quality visits and activities to support the children's education Bluebell Primary will ask parents to make voluntary contributions to support these. If however, the school receives insufficient contributions to cover the cost of a visit or activity then the visit or activity will have to be cancelled. We thank you for your support with these activities which really do enhance your children's learning experiences.

Charges

Charges will be made for breakages: parents will be asked to pay for the replacement of property and equipment damaged maliciously - such as broken windows, defaced books, damaged equipment etc. They will also be asked to pay for any equipment and books that have been lost while on temporary loan to the children.

Home School Agreement

On admission to school each parent, carer and the Headteacher are invited to sign the school's Home/School Agreement. This document describes the expectations and responsibilities we all aim to achieve whilst your child attends Bluebell Primary.

Helping in School

Bluebell Primary welcomes visitors in to school. If you have any skills you would like to share with the children, or you have some spare time and would like to come and help in school, please speak to the school office. For all volunteers clearance from the DBS (Disclosure and Barring Service) needs to be received before starting in school. It would be great to see you.

Expectations of all Adults in and around school

We expect all adults in and around school to be good role models for the children, this includes any adults waiting in or near to the school. Therefore, we request that when waiting in or near to the playground, that all adults use appropriate language and refrain from smoking just outside the school gates and fences. We thank you for your cooperation with this.

Helping out in the
School's Garden



Moving on from Bluebell Primary

We aim to take as much care to prepare children who are leaving as we do with those arriving. Our links with high schools are important to make sure the move from one to another is as smooth as possible for all children.

The experience offered by Bluebell Primary enables our children to cope well with the next stage of their education.

In their last year at Bluebell Primary (Year Six), the children will have the opportunity to visit their high school. The teachers from Bluebell will meet with teachers from the high school to discuss the arrangements in the new school and to offer any support or advice that may ease the transition. The Learning mentors also work with the children to prepare them for the transition. Where appropriate, during the children's first term in high school, the Learning mentors liaise with the High Schools to see how the children are settling in. If appropriate and beneficial, a visit can be arranged to support any child experiencing difficulties.

Statutory Assessment Tests/Tasks (SATs)

Throughout their time at Bluebell, your children will undertake statutory assessment tests/task.

It is a requirement from the Department for Education that all children undertake a phonics screening test when they are in Year one. This will be undertaken in June and the results will be reported to parents. If children do not meet the required standard, they will be required to undertake it again in Year two.

At the end of Key Stage One (Year two) your child will complete some SATs booklets for reading and mathematics, they are also required to complete a written task. These are carried out throughout May and are used to support the teacher's assessment of which stage of learning your children are at.

Children are also required to do SATs at the end of Key Stage Two (Year six). These tests are carried out in a more formal manner. The children have a set time limit and have to complete their papers in test conditions. These are sent away to be marked and then school is informed of which stage of learning your child achieved.

If you have any questions about SATs, either at the end of Key Stage One or the end of Key Stage Two, please do not hesitate to come into school and speak to us.



We celebrated the Queen's 90th Birthday, with a picnic on the school field, everybody wore red, white and blue and their crowns.

Term Dates 2017-2018

Monday 4th September 2017 - SCHOOL CLOSED - Staff Inset
Tuesday 5th September 2017- CHILDREN RETURN to school.



Thursday 19th October 2017- Children break for Half term
Friday 20th October 2017 - SCHOOL CLOSED - Staff Inset
(23rd October to 27th October Half term)
Monday 30th October 2017 - CHILDREN RETURN



Tuesday 19th December 2017 - Last day of term before the Christmas Break
Christmas Holiday from Wednesday 20th December 2017 to
Tuesday 2nd January 2018)



Wednesday 3rd January 2018 - SCHOOL CLOSED - Staff Inset
Thursday 4th January 2018 - CHILDREN RETURN to school

Friday 9th February 2018 - Last day before half term
Half term - 12th February to 16th February

Monday 19th February 2018 - CHILDREN RETURN to school



Monday 26th February 2018 - SCHOOL CLOSED - Staff Inset (one day only)

Wednesday 28th March 2018 - Last day of term before Easter Break



Thursday 29th March SCHOOL CLOSED - Staff Inset
Easter Break - Thursday 30th March 2018 - Friday 13th April 2018.
Monday 16th April 2018 - CHILDREN RETURN to school

Monday May 7th 2018 - SCHOOL CLOSED - May Day Bank Holiday (one day only)

Friday 25th May 2018 - Last day before half term
Half Term - 28th May 2018 to 1st June 2018.



Monday 4th June - CHILDREN RETURN to school

Tuesday 24th July 2018 - Last day of term before the Summer Break
Wednesday 25th July 2018 - SCHOOL CLOSED FOR THE SUMMER BREAK



Term Dates for Academic Year 2016 to 2017

Term dates are set by Norfolk County Council. Any staff training days have to be carried out within the school holidays and it is up to individual schools to hold their training days when it suits the school, however, these days will have to be during the school holidays as they have only allowed 190 teaching days, so the dates below reflect the dates that your children need to be in school and when the school will be closed to them.

Autumn Term 2016 (First Half)

Friday 2 September 2016 - School Opens
Friday 21 October 2016 - School Closes

Half Term

Monday 24 October 2016 to Friday 28 October 2015 - School Closed

Autumn Term 2016 (Second Half)

Monday 31 October 2016 - School Opens
School Closed Tuesday 8 November - Inset Day
Friday 16 December 2016 - School Closes for Christmas.

Christmas Holidays

Monday 19 December 2016 to Tuesday 3 January 2017 - School Closed

Spring Term 2017 (First Half)

Wednesday 4 January 2017 - School Opens
Friday 10 February 2017 - School Closes

Half Term

Monday 13 February 2017 to Friday 17 February 2017 - School Closed

Spring Term 2017 (Second half)

Monday 20 February 2017 - School Opens
School Closed Monday 6 March 2017 - Inset Day
Friday 31 March 2017 - School Closes

Easter Holiday

Monday 3 April 2017 to Monday 17 April 2017 - School Closed

Summer term 2017 (First Half)

Tuesday 18 April 2017 - School Opens
Monday 1 May 2017 - School Closed (Bank Holiday)
Friday 26 May 2017 - School Closes

Half Term

Monday 29 May 2017 to Friday 2 June 2017 - School Closed

Summer Term 2017 (Second Half)

Monday 5 June 2017 - School Opens
Friday 21 July 2017 - School Closes for Summer

Staff training days will be Thursday 1 September 2016, Tuesday 8 November 2016,
Tuesday 3 January 2017, Monday 6 March 2017 and Monday 3 April 2017