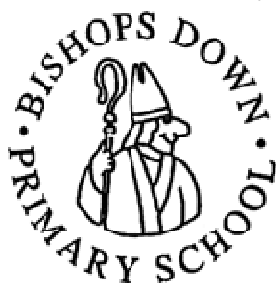


# ***Bishops Down Primary School Prospectus***



## **VALUES OF OUR SCHOOL**

We want everyone in our school to be

- Encouraging, kind, caring and inclusive
- Happy, confident and excited
- Unique and independent whilst able to learn together as a team

## **OUR VISION**

We want our children to

- Learn together and fulfill their potential, laying the foundations for a lifelong journey of discovery and exploration
- Enjoy learning through an active and challenging curriculum

## **Address:**

Bishops Down Primary School  
Rydal Drive  
Tunbridge Wells  
Kent  
TN4 9SU

Telephone:

01892 520114

Office e-mail:

[office@bishops-down.kent.sch.uk](mailto:office@bishops-down.kent.sch.uk)

SENCO e-mail:

[senco@bishops-down.kent.sch.uk](mailto:senco@bishops-down.kent.sch.uk)

Fax number:

01892 619130

Website:

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)

Headteacher:

Dan Turvey

Chair of Governors

Lynne Russell

Admissions

Carol Eglise



## **WELCOME TO BISHOPS DOWN PRIMARY SCHOOL**

### **HEADTEACHER**

"I am delighted that you are considering sending your child to Bishops Down Primary School. This is a school that is successful academically and socially. Children who attend are polite, well mannered and cheerful. It is a privilege to work in an environment where children genuinely include each other, whatever differences there are between them. Every child here is cared for and supported by staff. It is an environment where adults and pupils alike are encouraged to be learners and where it is alright to make mistakes and celebrate achievements. We aim to be creative in the way that we teach and for children to leave Bishops Down having enjoyed their education. Please take the time to read this prospectus and visit the school.+Dan Turvey

### **THE SCHOOL**

Bishops Down Primary School is a community school which currently admits 60 children into our Reception class. It is likely that we will revert to our standard number of 30 in September 2012 though this is subject to change by governors and the local authority. We have 270 children in our Primary school and up to 52 children in our Nursery. Our school has a designation for pupils with physical disability and admits a number of children with complex medical needs. These children are fully included in mainstream classes where class size is restricted to thirty children. We have specially adapted facilities and extra staffing to support the children we currently have on roll.

At present, we are one of only two schools in the town to have an integral nursery class where children attend on a part-time basis.

### **FACILITIES**



The school, built in 1967, is housed in a single storey building, set on a quiet, elevated and wooded site. We have our own woods, garden, pond, extensive playing fields and a hard-surfaced playground. Our active Parent Staff Association has built an attractive adventure play area in the grounds. We also have a fragrant garden with seating.

The classrooms are light and spacious. We have a large hall used for physical education, drama, concerts, mid-day lunches and community events. We have a purpose built Early Years area with a specially designed partially canopied outdoor area, enabling outside activities to take place throughout the year.

In September 2007 a new community suite was built, complete with kitchen and drama room. This houses our wrap around care provision and we are able to offer breakfast and after school care until 6.00pm.

We have very good resources for teaching and learning - a well-stocked reference library and good fiction library areas in each classroom. We have excellent, up to date Information Communication Technology provision in each class, an ICT suite with an interactive whiteboard and interactive whiteboards in infant and junior classrooms. We also have a wide range of resources to support the teaching of Literacy, Numeracy and Science and all other curriculum areas.

## AWARDS AND SUCCESSES



One feature that really stands out in this school is the way in which every child is fully included and involved. This means that pupils with complex learning needs and physical disabilities are able to join in with every activity and are fully integrated into school life.

The outstanding care, guidance and support provided to pupils of all abilities contribute strongly to their outstanding personal development. Parents describe how much their children grow in confidence. *+June 2009*



Bishops Down is a Healthy School; we received Healthy School status in 2004. The school also has a Travel Plan, which outlines our commitment to improving travel to and from school. We recently updated our Travel Plan to help increase the number of children walking to school and to make it safer for them to do so. The school already has three well-established walking buses, and information about these can be obtained at the school office.

The school provides an impressive and varied range of physical activities, making sure everyone is catered for and that a whole school approach is well embedded through strong parental involvement in the walking bus and extra curricular activities. The school has an effective school council with real responsibilities. Pupils are demonstrating citizenship skills and values by influencing change in their school and the wider community. Bishop Down Primary School has generated a whole school approach to health by making best use of available resources in the community. *+Healthy School Moderation feedback 2009.*



The school retained its Activemark award in 2007. Schools receive the mark if the percentage of pupils participating in at least 2 hours high quality PE and school sport each week is significantly above the national average, in addition to holding a sports day.



In 2008, the school achieved an Eco Schools bronze award and is now aiming for a Silver award. The Eco Schools Programme is focused around nine key environmental topics including Water, Energy, Global Perspectives, Healthy Living and school grounds. The school has an Eco Team comprising of parents and children who assist with poster campaigns, recycling and a number of other areas to make us eco aware.



The school is a member of the Olympic Get Set network and is working with other schools to promote sport and the Olympic values in school.

<b>ADMISSIONS</b>
-------------------

The KCC Admissions and Transport Office is based at:

Sessions House

County Hall

Maidstone

Kent

ME14 1XQ

01622 696565

E-mail the Admissions Team on: [kent.admissions@kent.gov.uk](mailto:kent.admissions@kent.gov.uk)

Kent LA co-ordinates the admission arrangements of all primary schools in the County. This means that, instead of applying separately to different schools, you use a single application form to name up to three schools, and you return it by a single closing date in January, either to one of the schools or direct to the LA's Primary Admission Team. You can fill one in online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola).

You will not receive any priority or be guaranteed a place if you only name one school on your Reception Common Application Form (RCAF). You will be posted a letter by the LA in Spring 2012 offering you a school place.

Children have to start school by the beginning of the term after their fifth birthday (this is when they reach compulsory school age).

The admission criteria for all Community and Voluntary Controlled schools are, in priority order:

- Children in Local Authority Care
- Attendance at a linked school (For specified infant and junior schools only)
- Denominational preference (For Voluntary Controlled Church schools only)
- Current family association (A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted . or . if they have moved . live within 2 miles of the school . or have moved to a new property that is nearer to the school than the previous property)
- Health and Special Access reasons (Children who for reasons of health or physical impairment need to attend a particular school)
- Nearness of children's homes to school

We DON'T take account of:

- How long your child's name has been registered with the school
- Whether your child attends a nursery class on the school site
- Whether your child attends a playgroup nearby or on the school site
- Any previous association you or your family may have had with the school
- How long or short a time you have lived in the area

The school admits a number of children with special needs. Decisions for placement at Bishops Down are made by the Special Needs Department at Kings Hill Tel: 01732 5255000. These pupils will generally be supported by a Statement of Special Educational Need.

#### Nursery Admissions

Children are admitted to the Nursery in the term following their third birthday. You can view our Nursery entry criteria on the school website.

## **CURRICULUM**

At Bishops Down we are proud of our Creative Curriculum, which we have designed to give a balanced education of the highest quality. We understand that children learn more effectively when their learning is relevant to them; when they understand the context of their learning; and most of all when they are enjoying their learning.

Although we use the National Curriculum as our baseline, we prefer not to teach subjects and lessons in isolation, but to make links between the different subject areas which are given context and bound together into a themed learning journey.

We want children to experience their learning and we strive to make each day a memorable learning experience for our children. Our topics commence with stunning starts, are punctuated by marvellous middles and end with fabulous finishes.



### **English**

At Bishops Down we start with the understanding that Literacy is all around us; from noticing signs in shops, to turn taking (speaking and listening) at parties, writing shopping lists or a post it for mum and dad, reading letters or information at train stations, or listening to a tape before bed time. These activities are not just for school but are important life skills for our communication with others and it is what makes Literacy so central to every aspect of our creative curriculum.

Speaking and listening spans every aspect of our lives and is as important around the dinner table as it is in the classroom. In school we develop the sense of listening and responding to what others say, or altering our ideas in the light of new evidence. Reading and Writing are so strongly linked that they cannot be dealt with separately. One feeds the other. As children become immersed in their reading this interest shines through in their writing. At Bishops Down we aim to make reading and writing real for our children so that they understand how vital it is for their learning- not just in school but throughout their lives.

### **Mathematics**

Mathematics is fundamental in preparing children for adult life. The key strands of number, data handling, shape and problem-solving are everyday occurrences which we tend to take for granted. We aim to develop the skills and confidence to find the methods and to think both creatively and logically to overcome mathematical problems in the outside world. As across all of the subject areas of our curriculum, our teaching of maths places a lot of emphasis on contextual learning and on having fun.

### **Science**

As a core subject in the curriculum, science encompasses essential concepts, knowledge and skills which help other learning to take place effectively. We aim to instill a sense of awe and wonder through first hand experiences wherever possible and to inspire innovative scientists of the future. The curriculum covers Life Processes and Living Things; Materials and their Properties and Physical Processes. This is achieved through a creative topic based approach, focusing on key scientific skills such as

## ***Bishops Down Primary School***

Investigating, Predicting, Experimenting, Recording and Evaluating.

### **Information Communication Technology**

Information Communication Technology (ICT) is concerned with the handling and processing of information using electronic devices. We believe that ICT should form a central part of the curriculum in a technological age. Through a structured programme of study children develop skills in communicating and handling information and controlling and modelling using a variety of equipment.

### **History**

History is concerned with the causes and effects of change over time, with the ways in which and the reasons why people in the past were different. The subject is an umbrella discipline, related to all other subjects, and often forms the basis of our integrated curriculum. Children are helped to imagine what societies were like in the past, how people felt, thought and behaved. Children are given the opportunity to investigate through a variety of sources. We particularly value the use of 'hands-on' experience such as handling artifacts and visiting sites rich in real historical evidence in order to carry out detailed studies.

### **Geography**

The children are taught to develop their skills of map reading. They gain a knowledge and understanding of places through studies of the local area and a school journey in Year 6. They learn about the wider world: Physical Geography through topics such as rivers, water and weather, Human Geography from topics on settlements, communication and transport. Environmental Geography is approached in topics on Energy, Third World issues and threatened environments.

### **Art and Craft**

We teach Art in a broad and balanced way to enable pupils to develop expressive, intuitive and imaginative skills. This is done through an awareness of the work of other artists, an ability to make decisions, a knowledge of how to handle tools and materials and to use choice for the appropriate situation. The children will have experience through their school career, in using a wide range of materials.



### **French**

Children in Years 1 . 6 follow a structured programme, 'Pilote', widely used in Kent Primary Schools. We aim to build confidence in speaking and listening and to familiarise older children with writing French.

### **PE**

We have a specialist PE teacher. Physical education helps children build up positive attitudes to exercise and to develop knowledge, skills and understanding in five key areas. We also help to promote a positive self image and confidence whilst encouraging children to develop leadership skills. Children are taught fair play and develop an understanding of each others strengths and weaknesses. We are proud of our inclusive curriculum where all children are given the opportunity to succeed through conditioned games, adapted equipment and support from peers and staff. There is also plenty of opportunity to develop children's competitiveness and able children are given the appropriate guidance to excel further. The school enters a variety of tournaments

## ***Bishops Down Primary School***

including tag rugby, netball, cross country, football, multi-skills, athletics, indoor athletics and cricket.

The school has use of Rose Hill school hall for junior games and gymnastics. There is a front playing field and a small back field, two netball courts and a cross country route. St John's swimming pool is used for swimming with highly qualified swimming instructors. Children swim from Y1 through to Y6 for approximately 12 weeks a year. There is an opportunity for children with physical disabilities to swim all year round at Burswood Hydrotherapy pool.

The school is in line with the government targets of offering 5 hours physical activity per week through PE lessons and morning and after school clubs. We offer a range of sports clubs throughout the year including; Netball, football, girls football, gymnastics, cross country, Freddy fit, athletics, cricket, dance and wing sun.

### **Health Education**

Our Health Education programme is based on the acclaimed 'Health for Life' resource books. The programme is taught throughout the school and deals with issues at appropriate levels for children to readily understand. Topics include, The World of Drugs, Keeping Myself Safe, Me, my Relationships, Growing & Changing.

Sex Education is an integral part of our Health Education programme. Children are taught about the physical, emotional and social changes which take place at puberty. They are taught the basic biology of human reproduction and to understand some of the skills necessary for parenting. We also have a school nurse who delivers the **Heartstart** programme to pupils in Years 1-6. She also assists in teaching the sex education programme and other curriculum topics.

### **RE**

The teaching of Religious Education follows the Kent Agreed Syllabus, 1992. Within this, children are encouraged to share the joy of celebration with others; to develop skills in reflection and stillness; to form positive relationships and to gain insight and understanding of different faith groups looking particularly at Christianity, Judaism and Islam. This follows the guidelines in the Education Reform Act of 1988, stating that Religious Education should reflect that religious traditions in Great Britain are in the main Christian, whilst taking account of the teaching and practices of other principal religions represented in Great Britain.



## ENRICHMENT OPPORTUNITIES

### **Outdoor learning**

Bishops Down Primary School recognises the value of outdoor learning and the profoundly positive effect this can have on children's education. The outdoor classroom encompasses: open spaces for sport; structured play and learning areas; woodland walks; growing and wildlife gardens. Every opportunity is taken to deliver all aspects of the formal and informal curriculum by providing children with planned, quality outdoor learning experiences. We recognise the value of these alternative learning contexts, not simply for physicality and health or a developed knowledge and feel for the outdoors, but also in developing sound emotional and social skills, enhanced self-esteem and self-confidence.

### **Early Years**

In the Early Years children have continual opportunity to play, to make a mess, to discover and explore their surroundings and plan and resource activities independently. As children progress through the school, so do these opportunities, in school, in the local environment and further afield.



### **Events**

We have a full calendar of events which take children off-site to museums, exhibitions, theatres and research visits. We invite poets, musicians and theatre groups into school regularly.

### **School journeys**

In previous years children in Year 5 have undertaken a Tudor residential journey to Kentwell Hall, Suffolk to study life and occupations in Tudor times. This year they were evacuated to Hertfordshire to Linconsfields for a World War 2 experience.

Year 6 pupils undertake a five day residential journey in the summer term of their final year to the Isle of Wight. This visit provides outdoor and adventurous activities and first-hand experience of historical and geographical exploration.

### **Music Tuition**

As well as class musical activities there are several opportunities for individual

## ***Bishops Down Primary School***

instrumental tuition and group playing. Recorders, piano, ocarinas, and guitar are taught by our teachers, and teachers from the Kent Music School. We have whole class lessons for Violin and Steel Pans in the Junior school. We also have school choirs for children who enjoy singing. Where possible we join other schools to make music together. There is a charge for some of the instrumental groups. The school are regularly involved in productions and performances both at the school and at other local venues.

### **Cycle training**

Kent County Council send a team of trainers to offer our Year Six pupils a cycle proficiency course during the summer term. Bicycles can only be ridden by children who are participating in this training.

## **AFTER SCHOOL ACTIVITIES**

There are a huge variety of after-school activities for both infant and junior children. There is a range of chess, drama, art, music and sports clubs on offer depending upon the season. Sports clubs include judo, gym, athletics, football, netball and cricket. We participate fully in the inter-school matches and boys and girls have equal opportunities to join teams. We participate in the local swimming galas.

### **WRAP-AROUND CARE**

Bishops Down also has a breakfast and after school club. The breakfast club operates from 7.50am and the after school club is open until 6pm Monday-Friday during term time. The clubs are organised and run by our own skilled staff and provide a variety of activities including homework support, games, cooking, and art and craft. The after school club also provides a cooked light tea.

During breaks between terms, Play schemes are run where the children can stay all day. Further details of wrap-around care are available from the office.

### **PARENT AND STAFF ASSOCIATION – PSA**

We have strong commitment from parents and a thriving P.S.A. exists, providing funds to enhance the resources, experiences and environmental opportunities for our children. The P.S.A. provides our school with a strong feeling of community and hosts many exciting social events such as: Christmas Fair, Christmas Dance, Summer Fair, Strawberry Tea and Sports and a summer campout. Do contact the office if you wish to help with P.S.A. activities.

## **COMMUNICATING WITH PARENTS**

### **Newsletters**

Bi-weekly newsletters are issued to keep parents informed about events and activities going on in school. Individual class teachers also keep parents up to date regularly.

### **Meetings and workshops**

Meetings are provided to disseminate information, share ideas and assist parents to understand what goes on at school. These include our New Entrant meetings, Parent Forums and curriculum workshops.

### **Reporting**

Formal consultations with parents on pupil progress take place three times a year in

## ***Bishops Down Primary School***

Years 1 to 6. An annual report is sent home in March. Parents of children in Reception and Nursery receive regular feedback and meet with teachers each term.

Teachers are happy to talk to parents informally as and when the need arises. Each teacher has a weekly drop in time. The Headteacher is happy to discuss progress, achievements and any concerns you may have. Do come and discuss difficulties, however minor they may appear. We can only work in close partnership if we have close communication!

### **SEN Reviews**

Children with learning or physical difficulties are closely monitored and regularly reviewed. Parents are kept informed of these reviews.

## **NATIONAL CURRICULUM ASSESSMENT DATA – results 2010**

**KS1 Results-** Level 2 is the expected level for a 7 year old. Level 3 is a higher than average result.

### **Maths:**

	<b>2010 Result</b>	<b>2011 Result</b>
<b>2+</b>	97%	97%
<b>2b+</b>	87%	90%
<b>3+</b>	40%	43%

### **Reading:**

	<b>2010 Result</b>	<b>2011 Result</b>
<b>2+</b>	97%	97%
<b>2b+</b>	87%	93%
<b>3+</b>	43%	63%

### **Writing:**

	<b>2010 Result</b>	<b>2011 Result</b>
<b>2+</b>	87%	93%
<b>2b+</b>	73%	73%
<b>3+</b>	30%	30%

### **Science:**

	<b>2010 Result</b>	<b>2011 Result</b>
<b>2+</b>	97%	93%
<b>3+</b>	43%	50%

### **KS2 test Results**

#### **Maths:**

	<b>2010 Teacher Assessment</b>	<b>2011 Test</b>	<b>2011 Teacher Assessment</b>
<b>4+</b>	93%	87%	87%
<b>5+</b>	50%	60%	53%

## ***Bishops Down Primary School***

### **Reading:**

	<b>2010 Teacher Assessment</b>	<b>Test</b>	<b>Teacher Assessment</b>
<b>4+</b>	96%	97%	97%
<b>5+</b>	61%	63%	70%

### **Writing:**

	<b>2010 Teacher Assessment</b>	<b>Test</b>	<b>Teacher Assessment</b>
<b>4+</b>	82%	77%	80%
<b>5+</b>	29%	13%	20%

### **Science:**

	<b>2010 Teacher Assessment</b>	<b>Result</b>
<b>3+</b>		97%
<b>4+</b>	96%	97%
<b>5+</b>	46%	43%

## **MEETING THE NEEDS OF ALL LEARNERS**

### **PLANNING, RECORD KEEPING AND ASSESSMENT**

Teachers at Bishops Down plan by producing schemes of work, weekly timetables and daily plans to ensure that the Early Learning goals and the National Curriculum are delivered appropriately in each year group. The medium and short term planning of the curriculum identifies the assessment opportunities to be focused on. Daily assessments build up a picture of how each child is developing and are backed up with the use of National Assessments. Each child's progress is carefully tracked from Year R to the end of Key Stage Two.

All teachers are involved in setting targets and monitoring pupil progress throughout the school. Children are encouraged to become actively involved in reflecting on their own achievements on a regular basis.

### **SPECIAL EDUCATIONAL NEEDS**

At Bishops Down School our aims for SEN are to identify all children who need special consideration to support their physical, social, emotional or intellectual development. We try to ensure that these children are given appropriate support to allow every child full access to the Early Learning Goals and the National Curriculum and that these children are fully included into all activities of the school.

Additional individual or group support for pupils throughout the school is determined by the recommendation and provision of support programmes from external agencies, information from parents and needs identified by school staff. In order to provide and implement this support to pupils, the school has a number of well trained teaching assistants and support staff. It may be necessary to withdraw children from their classes at times. All provision and progress made by the pupils is monitored closely by the school SENCo.

## ***Bishops Down Primary School***

### **ABLE AND TALENTED**

Children who are very able will be identified and provision made for extending and fulfilling their potential. The School keeps an updated register of pupils with a range of abilities and talents.

### **EQUALITY**

Bishops Down is committed to ensuring equal treatment of its employees, pupils and any others involved in the school community, we will ensure that people are not treated less favourably in any procedures, practices and service delivery.

We recognise our duty and responsibility to establish equality for all students, staff, and other members of the school community regardless of their ethnicity, gender, disability, sexual orientation, age or beliefs as defined within existing equalities legislation.

We have a **Single Equality Scheme** (available on the school website under information), the purpose of which is to fulfil the duties to promote equality for people and embed fairness and equality at the heart of our school community.

Our Single Equality Scheme enables us to meet the duties under equality legislation, and to achieve the following for all groups;

- eliminate all forms of unlawful discrimination
- eliminate harassment and bullying
- advance equality of opportunity through vision, strategy and practice
- foster good relations.

The school has a range of additional facilities to ensure that all pupils are included in the life of the school. These include two care suites, disabled toilets, ramps, a school nurse, a full time Special Needs Co-coordinator and swift access to multi agency support.



## ***Bishops Down Primary School***

### **THE BISHOPS DOWN TEACHING TEAM**

Class	Teacher
Nursery	Mrs Clare Robinson Mrs Susan Clarke <i>Mrs Emma Bonwick (Early Years Team Leader) maternity leave</i>
Reception	Mrs Tara Bell <i>Miss Alison Wilmshurst maternity leave</i>
Reception	Mrs Natasha Cleveland
Year 1	Miss Helen Runalls
Year 1	Mrs Emma Akers
Year 2	Mrs Sinead Roberts
Year 3	Miss Michelle Reader
Year 4	Mr John Tutt
Year 5	Miss Sarah Grimsey
Year 6	Mrs Kate Spoor
Special needs co-ordinator	Mrs Jane Clement
School Nurse	Helen Lawton
Deputy Headteacher	Mr John Tutt
Headteacher	Mr Dan Turvey

The leadership consists of the Headteacher, Deputy Headteacher, SENCo and Early Years Leader, all of whom hold posts of responsibility for specific areas of the curriculum or management of the school.

The staff team also consists of a large number of teaching assistants, each of whom are based in one or more classes. We have a number of office staff who deal with administrative tasks and finance. We also have a part time school nurse.

For most lessons, children are taught by their class teacher. In Years 1 . 6 children are given specialist teaching in PE . We have a SENCO to address the needs of children with physical and learning difficulties.

The School Day	
Children Arrive	8.45 . 8.55am
Start of the day	8.55am
Collective worship	10.15 or 9.15am
Lunchtime KS1	12.00 . 1.00pm
Lunchtime KS2	12.30 . 1.30pm
End of the day	3.15pm
Morning Nursery	Arrival 8:45 am Collection by 11:45 am
Afternoon Nursery	Arrival 12:30 Collection by 3:30 pm

A teacher is on duty from 8:45 am. Children should not arrive before this time unless attending our Breakfast Club. The Nursery also operates a lunchtime club enabling morning/afternoon sessions to be extended by an hour. Please contact the office should you be interested in this.

Children must be accompanied to the Nursery classroom by an adult.

## **FURTHER INFORMATION**

### **PARENT PARKING**

Please help avoid accidents and driver-frustration by parking well away from the turning circle at the bottom of the drive. Young lives are at risk in this area. Parents should not use the school car-park unless they have a disabled parking permit.

### **WALKING BUS**

Here at Bishops Down we recently celebrated the 10<sup>th</sup> anniversary of our walking buses. We currently have 3 which are very well used by parents and pupils. These make walking to school a fun and enjoyable experience as well as reducing traffic on our roads. Please make best use of these and ask about how to get involved.

### **ABSENCES**

If your child is unwell, please telephone the office (01892 520114) on each day of absence, to let us know. The Government requires us to keep detailed records of reasons for absence which we have to submit annually. Parents should not take pupils on holidays in term time. Requests will be unauthorised except for exceptional circumstances. Please ask for a holiday request form at the office.

### **CHARGING & REMISSIONS POLICY**

We believe that cultural visits are an enriching experience, central to contextual learning and to the development of understanding of community business and the wider world. We do ask parents to make a voluntary contribution to such visits. No child is ever excluded from a visit on financial grounds. Our P.S.A and school funds contribute to the funding of visits and residential journeys.

### **MEDICALS**

Our school nurse sometimes carries out medical screening checks on the children. If appropriate, she will arrange appointments with the school doctor.

### **MEDICINES**

If your child requires medicines regularly that have been prescribed by a doctor and are required during school hours please contact Helen Lawton the school nurse to make the necessary arrangements. Staff are only able to administer these if;

- A permission form has been completed.
- The medicine is supplied in its original container with the dispensing information intact, showing the child's name and details of times and dosage of the medicine.
- Staff have received the necessary training.

If your child has a medical condition that may require medication as an emergency such as antihistamines, an Epi-pen or asthma inhaler these will be stored in an accessible place within the child's classroom.

### **MID-DAY MEALS**

Mid-day meals are cooked on the premises and are available for all children. We encourage all children to have school lunches. Payment for meals may be made for the whole term, half term or weekly on Mondays. Cheques should be made payable to KCC.Re: Bishops Down Primary School and sent on the first day of term. If paying cash, please send the correct money in a named envelope to your child's teacher. It is possible for children to have free meals if the family is in receipt of Income Support. Please contact the secretary, in confidence, for the necessary forms.

## ***Bishops Down Primary School***

We have a packed lunch policy of no crisps and chocolate covered biscuits.

Provision is made in the dining hall for children who wish to bring a packed lunch. Children can bring in their own water bottle so they have constant access to water throughout the day (not in glass containers or in cans please). Children must not bring sweets or gum to school. Nursery and Reception children have a mid-morning drink of juice or milk (which is free for under fives). Nursery to Year 2 children are provided with a 'healthy' snack of fruit or raw vegetables as part of the free fruit and vegetable scheme.

### **COMPLAINTS**

Bishops Down places great importance on the close partnership between parents, staff and other stakeholders. It is hoped that parental concerns can be dealt with on a normal day to day basis. It is, however, important that parents are aware of the school procedure for dealing with complaints.

On occasions, a parent may raise a concern directly with school staff without any formality. The school aims to resolve the concern at this point in a speedy and effective way. However, if the concern is not resolved immediately and a complaint is confirmed by the parent, the opportunity will be given to discuss the matter with the Headteacher. The Headteacher will discuss the issue with the parent and those involved in school, with the aim of resolving the complaint as soon as possible. If wishing to proceed with the complaint, the parent will be invited to put the complaint in writing to the Chair of Governors.

The Chair of Governors will investigate the complaint and a written response will normally be made within **ten school days** of receipt of the complaint. The written response will include full reasons for the conclusions reached by the Chair of Governors and what action, if any, the school proposes to take to resolve the matter. If the parent still remains dissatisfied, (s)he will be advised that, in order to progress the complaint further (s)he must notify the Clerk to the Governing Body in writing **within ten school days**, copying the original complaint form. The Clerk will then ensure that the parent is offered the opportunity of taking the complaint to the Governors' Complaints Panel.

If the parent is still dissatisfied with the outcome they will be informed of their right to refer the matter to the Local Government Ombudsman, PO Box 4771, Coventry, CV4 0EH.

<b>Bishops Down School Uniform September 2012</b>
---

**Winter Uniform (Terms 2-4)**

- Logo polo shirt (red)
- Logo navy sweatshirt/sweat cardigan or
- Logo knitted sweater
- Navy blue school trousers
- \*Navy blue skirt or pinafore dress
- \*Socks . white or navy blue
- \*Tights . Navy blue
- \*Shoes . black or navy (Not trainers)

**Summer Uniform (Terms 1, 5 & 6)**

- Logo polo shirt (red)
- Logo navy sweatshirt/sweat cardigan or
- Logo knitted sweater
- Navy blue school shorts
- \*Red/white checked dresses
- \*Socks . white or navy blue
- \*Sandals (these must not be open toed)
- Navy baseball/legionnaires caps with Bishops Down logo

**Other items**

- Logo P.E. bag
- Logo Book bag
- \*Art Overall . named with a long loop
- Logo coat . waterproof and reversible (optional)

**P.E.Uniform**

- Sky blue Logo t-shirt
- \*Navy blue P.E. shorts
- \*White ankle socks (to be kept in P.E. bag)
- \*YR to Y3 black plimsolls
- \*Y3 to Y6 White sport trainers or black plimsolls
- \*Y3 to Y6 Navy blue jogging bottoms

**Football Kit (Upper Juniors only) – all contained in a waterproof bag**

- \*Shirt
- \*Shorts
- \*Boots and shin pads
- No jewellery (except stud earrings and watch if appropriate)

**Swimming Kit– all contained in a waterproof bag**

- \*One piece costume for girls
- \*Trunks not shorts for boys
- \*Swimming hat.

\*Purchase from High Street