

# Barton Primary School and Early Years Centre



## School Brochure

Barton Primary School and  
Early Years Centre  
Green Street  
NEWPORT  
Isle of Wight.  
PO30 2AN

Telephone: (01983) 522469

Email: [bartonprimary@tiscali.co.uk](mailto:bartonprimary@tiscali.co.uk)

Website: [www.bartonprimary.co.uk](http://www.bartonprimary.co.uk)

Headteacher: Mrs. K Wales.





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Dear Parents/Carers

Welcome to Barton Primary School and Early Years Centre. This prospectus is intended to help you know more about the life and work of Barton Primary School, which is a Community Primary Co-educational School for children from 3 - 11 years.

We aim to provide a stimulating, caring, safe environment for your child and a wide range of appropriate and exciting learning opportunities to help him/her enjoy their education, achieve success and grow into independent responsible people with a thirst for lifelong learning.

We believe we can only achieve the best for your child by close co-operation between home and school. There will be many opportunities for you to share in your child's education and we are always available to talk to you about any aspect of your child's development or any other issues that may arise that affects your child.

We look forward to sharing with you, this important stage of your child's life.

Yours sincerely  
Mrs K Wales  
Head teacher



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## GENERAL INFORMATION.

Barton Primary School and Early Years Centre is a Community School within the comprehensive system of education on the Isle of Wight. It provides care and education for boys and girls from 3 - 11 years.

There are approximately 171 children on roll with a staffing establishment of Head teacher, Deputy Head Teacher, plus seven teachers.

The planned admission limit for 2011/2012 is 30.

In addition to this number there are approximately 50 children on roll in the Early Years maintained nursery with a qualified Teacher and at least 14 Nursery Staff.

There are approximately 75 children on roll in the First Steps Daycare nursery.

In July 2002 Barton Primary School achieved Early Excellence Centre status and became Barton Primary School and Early Years Centre. Funding was secured to build the Early Years Centre incorporating Barton Mainstream Nursery and First Steps Daycare and Early Education Nursery on the school site.

Alterations and extensions to the school were completed on 28<sup>th</sup> August 2003 and the Early Years Centre was completed at the end of November 2003.



In 1994 the school was remodelled and a large extension reflecting the architecture of the original Victorian building was added.

The old building has great character and holds many memories for past pupils and staff.

Excellent facilities were incorporated into the remodelled school, classrooms with shared areas and access to a patio or courtyard, a studio for music and drama, a library with a wide range of books, a hall and kitchen.





## SCHOOL VALUES

The values that we hold dear within Barton Primary School and Early Years Centre and have evolved from staff, children, parents and Governors are:-

- Enjoyment
- Creativity
- Independence
- Respect
- Reflection
- Challenge
- Belonging

These values are embedded in all that we do in the school.

## AIMS OF THE SCHOOL.

At Barton Primary School and Early Years Centre we share the following aims:

- To have close co-operation between home and school so parents/carers feel welcome, are aware of what goes on in school and are encouraged to help in their child's education.
- To foster a sense of worth so that each child feels valued and their self-esteem is developed.
- To provide a stimulating, broad, balanced curriculum with appropriate learning opportunities for individual needs so each child is challenged, motivated and able to achieve their full potential and enjoy learning.
- To develop life skills through all areas of the curriculum in order to prepare children to embrace the challenges of everyday life in a rapidly changing world.
- To Promote good manners, respect for other people's property, feelings and views in order to develop a sense of community and concern for people and the environment.
- To provide equal opportunities regardless of ability, gender, social or cultural background.



Through our aims we encourage the children:

- To be self-confident
- To acquire a set of moral values on which to base his/her own behaviour that is acceptable to the community.
- To develop their own personal beliefs, attitudes and values whilst respecting that others may be different.
- To express themselves through speech, to listen, to read with understanding and to write clearly, accurately and with sensitivity.
- To acquire mathematical skills and an understanding of pattern and relationship accompanied by the quick recall of basic facts.
- To develop investigative skills in order to follow a line of enquiry or solve problems
- To begin to understand how technology can be used to enhance their learning.
- To develop the necessary skills to express themselves creatively through music, art, literature, drama, dance and movement and to appreciate the efforts of others.
- To develop agility, physical co-ordination and gamesmanship.
- To be aware of the local environment and other places, times and cultures
- To know the potential dangers in different environments and other places, times and cultures.
- To take responsibility for their own learning, organising their resources, time and becoming independent learners.
- To acquire information from a variety of sources and record information and findings in a variety of ways.
- To work co-operatively with others and for others.



# THE GOVERNORS.

## GOVERNOR

Mrs. M. Norledge (Chair of Governors)  
Mr. A. Bishop (Vice Chair of Governors)  
Mrs. A. Doran  
Mrs. N. Hallam  
Mrs K. Peers  
Mrs S. Smith  
Miss K. Russell  
Mrs. P. Grace  
Mrs. K. Wales  
Ms. C Armiger  
Mrs. A. Dickson  
Mrs. H. Redrup

## APPOINTING BODY

Community  
Local Authority  
Community  
Parent  
Parent  
Parent  
Parent  
Staff  
Staff - Headteacher  
Community  
Staff  
Staff

Miss. C. Bailey

Clerk to the Governors

Governors are like a Board of Directors. The whole governing body meet at least once a term and make decisions about how the school is run. There are three governors' committees: Leadership & Management (Finance & Personnel); Achievement & Standards (Curriculum) and Health & Safety (health/Safety & Premises).

## GOVERNORS ARE APPOINTED TO HELP TO:

1. Decide what is taught
2. Set standards of behaviour
3. Interview and select staff
4. Decide how the school budget is allocated.

## SCHOOL GOVERNORS ARE:

1. Parents/carers
2. Teachers at school
3. Local Council Representatives
4. Community Representatives- businessmen and women.

## PARENT GOVERNORS:

1. Have a child in the school
2. Are elected by the parents/carers of the school
3. Serve, as do other Governors, for four years.

Parent Governors bring the views of parents/carers to the Governing Body, but they speak and act as individuals. Parent Governors can help encourage parent/carer interest and involvement and develop a partnership between the school and parents/carers. Parents/carers elect Governors for a four-year period.



## THE STAFF WHO LOOK AFTER YOUR CHILDREN:

### SCHOOL:

Headteacher	Mrs K Wales
Deputy Headteacher	Mrs C. Cunningham
Head of Key Stage 1	Ms K. Russell
Foundation Stage Leader	Mrs L. Tapper

### TEACHERS:

Nursery:	Mrs. L. Tapper	Nursery Nurse: Mrs B. Wright
Reception:	Mrs H. Redrup	Nursery Nurse: Mrs D. McGregor
Year 1	Mrs. D. Webb	
Year1/2	Ms. D Isaac	
Year 2	Ms. K. Russell	
Year 2	Mrs T. Bamford	
Year 3	Mrs M. Stanford	
Year 4	Mrs. R Ashall	
Year 5	Mrs. C. Cunningham	Nursery Nurse: Mrs C. Medland
Year 6	Mr R. Lashley	

### TEACHER ASSISTANTS:

Mrs M. Bulpitt	Mrs D. Smith	Mrs M. Spinney	Mrs K. Hext
Mrs K. Smyth	Mrs C. Yearby	Mrs R. Armiger	Ms I. Morrison
Mrs J. Hodges	Mrs J. Hinds		

### CHILDCARE CO-ORDINATOR:

Mrs A. Dickson

**FAMILY SUPPORT ADVISOR - EXTENDED SCHOOLS:** Ms C. Armiger

### OFFICE:

Miss J. Reilly Office Manager (maternity leave)  
Mrs L. Turner Administrative Officer (School & Barton Nursery)  
Mrs K. Lynton Administrative Assistant  
Mrs R. Wells Administrative Assistant

**SITE MANAGER:** Mr T. Orchard

**I.T ASSISTANT:** Mr M. Allen



## OUR CLASS NAMES:

MRS REDRUP'S CLASS

SYCAMORE TREE CLASS

RECEPTION



MRS WEBB'S CLASS

SILVER BIRCH CLASS

YEAR 1



MS ISAAC'S CLASS

OLIVE TREE CLASS

YEAR 1/2



MS RUSSELL'S CLASS

WILLOW CLASS

YEAR 2



MRS BAMFORD'S CLASS

ASPEN CLASS

YEAR 2



MRS STANFORD'S CLASS

APPLE CLASS

YEAR 3



MRS ASHALL'S CLASS

OAK CLASS

YEAR 4





MRS CUNNINGHAM'S CLASS

ASH CLASS

YEAR 5



MR LASHLEY'S CLASS

MAPLE TREE CLASS

YEAR 6



## OUR NURSERY CLASS NAMES:

ORANGE TREE CLASS

0-2 YEARS



PEAR TREE CLASS

2-3 YEARS



PLUM TREE CLASS

3-4 YEARS



LEMON TREE CLASS

3-4 YEARS



# TEACHING AND LEARNING-

## CHILDREN AT THE CENTRE OF LEARNING

### ETHOS

The 'success' of a school is dependant upon the achievements, including the individual learning journey of progress that individual children make. Learning journeys are for everyone, including staff -with updated training and parents/carers who we can also support if required. A whole school environment should be conducive to everyone enjoying and relishing the challenges that the journey may offer. Supporting this journey, the quality of relationships between Parents/Carers, Pupils, Teachers, Support Staff, Governors and the Community is the fundamental important aspect that underpins the quality of learning. A child's self perception is moulded by the messages received from peers and all adults. We believe close co-operation between home and school is essential so that parents/carers feel welcome, are involved in the life of the school, contribute with ideas and suggestions and are supported in encouraging to help in their child's education. Knowing there is a partnership between home and school gives the child a sense of well being, security and belonging.

When children feel good about themselves, they are happy and enjoy learning. The staff give positive reinforcement of the child's efforts, build on their strengths, support weaknesses and always value ideas and opinions and most importantly 'listen to the child'. With this sense of worth, the encouragement is 'I can do it'.

Staff, Governors, Parents/Carers and the children worked hard to come up with the values that underpin all the work at Barton. Displayed in the Entrance hall we draw attention to the values often.

The seven areas are :-

- Independence
- Respect
- Challenge
- Reflection
- Belonging
- Creativity
- Enjoyment



## ORGANISATION

The Maintained Nursery is in a separate building but part of the Early Years area. The Reception to Year 6 classes are organised into 8 classes at present, Reception [Sycamore] Year 1 [Silver Birch], Year 2 [Aspen] Year 2 [Willow] Year 3 [Apple], Year 4 [Oak], Year 5 [Ash], Year 6 [Maple]. Children are transferred from class to class according to their age, progress and maturity. The children are taught as a class, in a group and individually depending upon the activity and individual needs. We encourage independence and collaborative work in all areas of the curriculum.

## ADDITIONAL SUPPORT

Children with additional needs are given appropriate differentiated individual or group work as well as participating in whole class learning. Additional lessons before the school day begins are also offered in Maths and Literacy and Motor Skills as appropriate.

## STAGES OF PRIMARY EDUCATION

Children in the Nursery and Reception classes are working within the Foundation Stage framework. Years 1 and 2 are working within the Key Stage 1 curriculum and children in Years 3, 4, 5 & 6 are working within the Key Stage 2 curriculum.

## FOUNDATION STAGE

The Foundation Stage is the first stage of the National Curriculum focusing on the distinct needs of children aged 3 years to the end of the reception year in Primary School.

We aim to nurture and build upon the natural energy, enthusiasm, curiosity and sense of humour of children. In the Foundation Stage, we offer a variety of play opportunities to include imaginative play, designing and constructing, investigating and exploring sand and water, creative activities and energetic play, both inside and outside. Through these experiences children's language will be enriched and their understanding of the natural and built world will be extended; physical abilities and co-ordination will develop; and levels of concentration and persistence will be raised.

Play is well planned, observed and recorded to ensure progression. Within this structure some activities will be lead by adults, but children will also have the opportunities to develop their own ideas and solve problems independently. Careful planning encourages opportunities that stimulate children's interests and imagination.

We hope to give children confidence to become competent, enthusiastic learners. We hope to achieve this by providing an environment to be self motivated in their learning, to persist in problem solving and to learn from



their mistakes. We place a high priority on social development and children are encouraged to feel part of the school and the wider community.

### LITERACY

Speaking and Listening, reading and writing are fundamental skills that everyone needs to ensure effective communication. Literacy is embedded in all parts of the curriculum, in all projects and topics but we also use specific means to increase literacy skills. Every day the children are engaged in a scheme called THRASS -Teaching Handwriting, Reading and Spelling Skills. This runs alongside the Letters and Sounds framework as well as the New Literacy Strategy.

### MATHEMATICS

Maths is taught through a published scheme called MMS-Maths Makes Sense. This is supplemented where necessary with the National Numeracy Strategy.

### ICT - INFORMATION & COMMUNICATIONS TECHNOLOGY

IT skills are essential for learning in the 21<sup>st</sup> Century and as well as teaching IT skills, access to support for all areas of the curriculum can be derived from the use of our computers, digital hardware and other technological equipment. We are currently undergoing an audit to ensure we are embracing the exciting aspects of learning in this way. All classes have Interactive whiteboards, Digi Blues and Computer microscopes. A well designed computer suite is also available.

### CREATIVE CURRICULUM

Children are also taught through a combination of topic and subject approach, where children have the opportunities to pursue their own lines of enquiry, using critical thinking skills, making connections with their learning and applying their skills, knowledge and understanding in a more creative context. Throughout the year many trips, visits and visitors are used to enhance the learning and make memorable experiences.

### PSHCE-PERSONAL, SOCIAL, HEALTH AND CITIZENSHIP EDUCATION

PSHCE is taught through the SEAD syllabus -Social, Emotional Aspects of Development in the Early Years and SEAL syllabus-Social, Emotional Aspects of Learning in Key Stages 1 and 2.

### RE - RELIGIOUS EDUCATION

Religious Education is planned and taught throughout the school, following the Isle of Wight syllabus for RE. Themes include understanding different faiths, visiting places of worship and we have recently linked the SEAL syllabus with our Religious Education themes.

\* Children may be withdrawn from assemblies or RE-please ensure the Class Teacher and Headteacher are aware of your wishes.



## **SRE -SEX AND RELATIONSHIPS EDUCATION**

Sex education has always been part of the study programme for science but the SRE programme of Study has recently been updated and is a statutory requirement in all schools from September 2011. Parents at Barton have already been part of the policy planning but new parents/carers are welcome to look at the policy at any time.

Children's questions are answered honestly and with sensitivity and with due regard being given to moral considerations and family life.

## **PE - PHYSICAL EDUCATION**

The school follows the Val Sabin PE scheme. Our PE coordinator is also a member of the Carisbrooke Sports Partnership group and sports are directly and indirectly accessed from that partnership as well as our normal timetable of sports and athletics

## **ASSESSMENTS**

Early Years- throughout the Early Years, evidence is collected in a variety of ways to check on development and progress. This can be in the form of observations, photographs, parental observations and the child themselves. This is fed into a document called The Child's Profile and the results of this must be submitted to the Local Authority giving a true picture of the child in the 6 areas of learning. This is used as a guidance to the Authority to support their use of resources in the Early Years.

In every year group, children's learning is assessed and progress is monitored rigorously. This ensures that a child who may not be progressing is immediately identified and support can be put in place. Assessments are passed from one year group to the next year group. As further evidence is needed to ensure a complete picture of the whole child, SATS-standard assessment Tasks are completed in Years 2 and 6. Additional formal assessments e.g. the Salford Reading Test and Assess and Achieve half termly tests are also be used.

## **ADDITIONAL EDUCATIONAL NEEDS**

The School's Additional Educational Needs policy was established during the school year 1994/1995 and last reviewed in November 2010.

The provision of support staff in the classroom is regarded as a priority and the monetary sources allocated to the school for Additional Educational Needs goes in its entirety on the funding of support staff. The support staff are used either specifically to provide support for children with special education needs or in a supervisory role freeing the teacher to teach a small group or individual child.

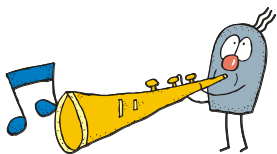
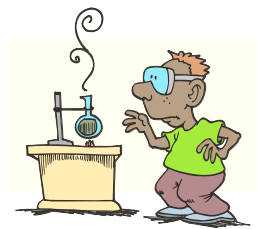
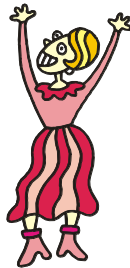


**AFTER SCHOOL:** At various times throughout the year - please always read the orange newsletter for updating.

Games Club  
Art Club  
Cooking  
Gardening  
Tag Rugby

Athletics  
Activities/Games  
Football Club  
Wake up and Shake Up  
Environmental

Gardening  
Recorder  
Drama Club  
Country Dancing  
Allotment Club



## Barton Clubs

**Drama**

**Gardening**

**Music**

**Country Dancing**

**Football**

**Cookery**

**Rugby**

**Games**

**Science**

**Games**

**Recorders**

**Art**

**Carnival Club**

**Come and Join Us!**



# STANDARDS OF BEHAVIOUR

## SCHOOL AIMS:

- to develop in the children a sense of self discipline and an acceptance of responsibility for their own actions
- to create the conditions for an orderly community in which effective learning takes place, in which there is a mutual respect for all members and where there is proper concern for the environment.

The emphasis is on the positive approach of encouragement and praise.

## WAYS IN WHICH THE SCHOOL RECOGNISES ACHIEVEMENTS:

- praise
- visits to other staff, Headteacher, Deputy Headteacher
- recognition of behaviour/work-during shared assemblies/classroom sessions
- badges/stickers to indicate achievements to parents

At times, it is necessary to register disapproval of unacceptable behaviour such as unkindness, disobedience, rudeness or lack of effort.

## WAYS IN WHICH THE SCHOOL MAY DISCIPLINE THE CHILDREN:

- a verbal reprimand
- 'Time Out' from play for a short while to cool off
- moderating Golden Time

## SCHOOL RULES

Teacher, Parent and Child must sign a Home/School Agreement.

Any rules we have are to ensure your child's health and safety.

Children are therefore encouraged to:

- walk around the school at all times
- only play in the designated areas at playtimes and before and after school
- not take toys into the playground
- only bring fruit for playtimes
- respect and care for the environment of the school, including trees and plants
- remember the Golden Rules for keeping themselves and others safe

## CLASSROOM RULES:

At times the whole class and the Teacher will discuss classroom rules, which are then displayed so the children can be reminded of them.



# SCHOOL AND HOME PARTNERSHIP

## LETTERS TO PARENTS/CARERS

Orange newsletters are numbered consecutively throughout the year so that parents can check if they have missed any. Newsletters are published every Friday and also available on our school website [www.bartonprimary.co.uk](http://www.bartonprimary.co.uk). The newsletter is a very important piece of information which summarises key events, all parents and carers are asked to read this each Friday.



## PASTORAL CARE

The class teacher is the person in the school who knows your child best. If there is anything that is worrying you or your child, please discuss it with the class teacher. It is difficult for class teachers to leave their class during the day but they are only too pleased to see you after school if you make arrangements. However, if it is only to pass on a piece of information, then a quick word when you bring your child to school will suffice. If you wish to speak to the Headteacher please arrange this through the school office.

## STARTING SCHOOL

It would be helpful if your child could do the following things when he/she starts school in Reception:

- Dress and undress independently
- Remove outdoor clothing and hang them on a peg
- Use the toilet
- Wash and dry hands efficiently
- Use a knife and fork
- Tidy up after using toys, apparatus and books.

## PARENTS EVENING

Parents Evening will normally be held in October and March. In October, you are invited to meet your child's new teacher. In March, you have the opportunity to look at your child's work and discuss his/her progress privately with the teacher.

Each term we aim to arrange a parents/carers meeting to discuss aspects of the curriculum. An informal open day takes place in the Summer Term. Full reports are issued at the end of the school year.

## HELPING IN THE CLASSROOM

Parents/carers are welcome to make arrangements with either their own child's class teacher or another teacher to help in the classroom. Tasks are varied such as covering books, sharing books, helping with art activities,



cooking, reading and mathematical games. All volunteers, with permission, will be CRB checked, those not willing to be CRB checked will be unable to help in the classroom. Parents who accompany children on trips will be required to undertake a List 99 check.

## READING

During your child's first year in school, parents/carers are given an opportunity to attend a meeting explaining how we teach reading and how they can help their child at home.



## HOMEWORK

Children are encouraged to take their reading folder home so they can share books with you and practise their reading.

Children will also take mathematics games and activities home.

When they are ready, usually by Year 2, they will be bringing spellings home to learn.

At times, Key Stage 2 children will be asked to take work home to complete or bring in work related to a particular topic. In Reception children are encouraged to find objects from home relating to specific phonics.

During School Holidays a whole school project is given where children can work with family and friends to produce a portfolio about a given topic.



## CHARGES FOR SCHOOL ACTIVITIES

Parents will be asked, where necessary, to provide ingredients and materials for practical lessons on the understanding that they will own the finished product. A £1 payment per child, per term is payable to cover the cost of cooking materials used in class.

Board and lodging will be charged on any residential field trips in school time subject to the remission of charges for parents/carers receiving Child Tax Credit, Working Tax Credit or Income Support.

Parents will still be expected to provide clothing incidental to school lessons e.g. games kit (this also applies to school uniform).

Parents may be asked to make voluntary contributions towards the costs of school activities, particularly school trips and visits where these are undertaken during school hours.

Parents may also be expected to meet charges levied by others where these arise in connection with school activities e.g. entry fees to museums, transport fares etc.



## FUND RAISING

Please help us with our fund raising events. The school fund pays for extra things we would otherwise be unable to afford. During each year, there is normally a fete (Spring term), Key Stage Christmas discos and a sponsored event. There will also be "dress up" days that supplement specific "life-skills" shows that we host.



## HELPING CHARITIES

Fund raising and fun days for charities such as Remembrance Day, Children in Need, NSPCC, Comic Relief, Blind Society and Jeans for Genes Day encourage the children to reflect on the needs of the wider local and global community.

At Harvest time, the Key Stage 2 children distribute the Harvest gifts to local elderly people, and at Christmas time children visit local elderly people's homes to sing carols to the residents.



## CHILDCARE AND NURSERY EDUCATION

### NURSERIES:

#### BARTON NURSERY

Barton Nursery class provides free funded education places for 3 & 4 year olds in Term Time.

#### WRAPAROUND CARE

In addition to these free places we provide Wraparound Care places. This allows children to attend Nursery Breakfast Club, Lunch Club and Tea-time Club and also stay for additional morning or afternoon sessions and holiday care. These additional services are subject to termly review.

Breakfast Session	8-8.45am (45 minutes)	£1.75
Morning Session	8.45-11.15 (2½ Hours)	£7.50
Lunch Session (with own packed lunch)	11.15-12.15pm (1 hour)	£3.00
School meal (optional) at the wraparound lunch session		£1.85
Afternoon Session	12.15-2.45pm (2½ Hours)	£7.50
After School Club (Term Time Only)	2.45-5.15pm (2½ Hours)	£5.50



## CHILDCARE:

### BREAKFAST, AFTER SCHOOLS AND HOLIDAY CLUBS

Breakfast and After School Clubs are available from Monday to Friday during term time only. Children aged 4 - 11 can attend. After School Club places need to be pre-booked and paid for in advance. All sessions are subject to a sessional charge.

During the Easter and Summer school holidays (excluding Christmas, Half Terms, Bank Holidays & Barton Development Days) the Holiday Club operates Monday to Friday from 8.00am - 1.00pm and 1.00pm - 5.30pm.

Breakfast Club (Term time only)	8.00-8.45am	£1.75 per session
After School Club (Term time only)	2.50pm-5.15pm	£5.00 per session
Holiday Club (Easter & Summer only)	8.00am-1.00pm	£8.50 per session
	1.00pm-5.30pm	£8.50 per session

(packed lunch required AM, packed snack PM)

Please book and pay in advance at the office.

Please note: All Childcare places are subject to a charge upon cancellation if the session is fully subscribed and/or less than 24 hours notice is given.



For more information on childcare available in your area contact:

FIZ  
11 Orchard Street  
Newport  
Isle of Wight  
PO30 1JZ

Telephone: 01983 821999 (Monday to Thursday 8.30am to 5.00pm  
Friday 8.30am to 4.00pm)  
Open - call into the shop  
Monday to Friday 9.30am to 4.00pm

CONFIDENTIAL ANSWERPHONE  
01983 821999 (24 hour)



# HEALTH AND WELFARE

## ABSENCE FROM SCHOOL

It is a requirement that parents/carers let us know on the first day of any absence why the child is not at school. In conjunction with the Local Education Authority (LEA) we operate a First Day Calling Policy and if we do not get a message from you we will try to contact you by phone. If we are unable to contact you Education Welfare are required to deal with this.



## PUNCTUALITY

It is important for children to learn to be punctual. I would like to ask for your co-operation, as young children are dependent on being brought to school. A lot of time is wasted altering the dinner register and repeating instructions when children arrive after registration. It can be very frustrating for a child to miss a very important time of the lesson.

Most families have occasional mornings when things go wrong and we would rather the children arrived late than not at all.

## MEDICINES

Parents/carers who wish prescribed medicines to be administered to their child at Barton school, Barton Nursery or First Steps must fill in the appropriate form at the school office. Medicines or tablets should be given to Miss Reilly or Mrs Turner in the school office or to the senior in charge in the Nurseries. Only prescription medicines in the original box/container can be administered and can not be accepted when they are not in original box/container. Dose and time to administer medicines must match the printed prescription label from your doctor.



## MEDICAL INFORMATION

Please inform the school if your child has a serious recurring medical problem.

## MEDICAL CHECKS

The school nurse checks hearing, eye sight, height and weight at selected stages. All children will receive a full medical examination during their first year at school. You will be informed of this in writing.

## HOSPITAL/CLINIC APPOINTMENTS

Please go to the School Office when you come to take your child for an appointment. They will then collect your child from the classroom. We are



sorry that it is not possible for a child to leave the school unaccompanied to meet parents/carers for an appointment.

### HEAD LICE

Please check your child's hair regularly. If you are worried, please contact the school nurse (telephone 821388). Please use the conditioner/wet combing method. If you find an infestation please treat the whole family. Please inform the office so that the appropriate messages can be distributed to the class. Please keep long hair tied back. Please see the school office for a letter on treatment of head lice.

### HEALTH AND SAFETY

To ensure safety at the beginning and end of school sessions, parents are requested to use the small pedestrian gates. The carpark is a staff only carpark and should be used for emergencies only, not for dropping off and picking up.

The School has a No Smoking policy. Please do not smoke in or around the school grounds.



Please do not bring dogs into the playground, as some children are frightened of them. Dogs fouling the playground is a health hazard.

### PHOTOGRAPHIC POLICY

A Media Permission form will be completed when your child starts at Barton School/ Early Years Centre. If you wish to make changes at any time a new form can be completed. . If you do not wish your child to be photographed/videoed your child will be sensitively withdrawn at the appropriate time.

Photographs can be taken at certain events by parents/carers and you will be notified accordingly e.g. Sports Day, football matches etc. Please be sensitive to other people and do not disrupt or interrupt the event.

The Christmas Concert will be videoed and photographed by the school and these images can be purchased after the concert.

Unknown visitors to the school will not be permitted to use cameras/video equipment at any time.

On some occasions the press need photographs for articles. Subject to permission on Media Permission form. We do not always have control of what is printed in the newspaper regarding names but we do as much as we are able to ensure first names only are used.



# SCHOOL UNIFORM

We are a "UNIFORM" school, as we believe that a uniform looks smart, wears well and contributes to a feeling of belonging to the school.

## WINTER UNIFORM

Consists of

- White polo shirt with or without school logo- £6.00 with logo.
- Sweatshirt, Cardigan and/or Fleece with school logo (available from the school or Kids and Co in Ryde)- £8.00 jumper, £9.50 cardigan, £11.00 fleece.
- Grey skirt or long grey trousers.
- Plain grey, black, red or white socks/tights
- Sensible black shoes.

## SUMMER UNIFORM

Consists of

- Red and white checked dress
- Short or long grey trousers
- White polo shirt with or without school logo
- Sensible black shoes (no open toes).
- Hat to be worn in sunny weather.
- Red cap

## PE KIT

Consists of

- Red T shirt
- Black shorts (P.E kits on sale at school, t-shirt, shorts & bag - £7.00)
- Trainers for outside use only (preferable to plimsolls)
- Black slip-on plimsolls (occasionally required).

PLEASE ENSURE THAT YOU NAME ALL YOUR CHILD'S PROPERTY, INCLUDING THEIR UNIFORM AND PE KIT.

Lost property is kept in the school office. Named items are returned promptly to their owners. We cannot be responsible for items that are not named.

## JEWELLERY & HAIR

Jewellery should not be worn in school apart from small studs in pierced ears. These must be removed on P.E days. Ear piercing is recommended to be done during the first week of the summer holidays, to allow 6 weeks to heal and then can be removed for P.E. Long hair should be tied back for lessons such as P.E, cooking, design/technology and science. Extreme haircuts are not acceptable, e.g shaved patterns, Mohicans, coloured hair.



# LUNCHTIME ORGANISATION

## SCHOOL DINNERS

School dinners are served at the cost of £1.75 each. Money is collected on Monday for the whole week or brought in on a daily basis and handed to your child's teacher or the school office. Please help the administration by sending money in an envelope or purse clearly marked with your child's name and the amount of dinner money enclosed.

Parents/carers should contact the County Education Officer if they wish to apply for free school meals. Alternatively ask at the office for the forms required. Applications are treated in strictest confidence.

**COOK:** Ms M. Craven

**KITCHEN ASSISTANT:** Mrs K. Byrne, Mrs S. Westmore

## PACKED LUNCH

Children may bring in a healthy packed lunch and it will be eaten at the same time as the children having school dinners. Chocolate biscuits and cake need to be limited. Fresh fruit and vegetables should be in the lunchbox. No fizzy drinks allowed. Containers must not be glass, and should be clearly named. Please do not bring in any food containing peanuts as we do have some children with specific nut allergies.



We work very hard to teach children the importance of a healthy diet and ask you to provide a healthy, nutritious packed lunch for your child which should not include any fizzy drinks or sugary drinks but should include at least one portion of fruit or vegetables.

The Good Manners Table is set up each Thursday and children are chosen throughout the year to enjoy their lunch with a friend or relative.

## LUNCH TIME SUPERVISORS:

Mrs M. Bulpitt

Mrs M. Spinney

Mrs J. Hinds

Mrs J. Hodges

Mrs L. Coombes

Mrs D. Smith

Mrs K. Lynton

Miss S. Somerville

Mrs K. Smyth

Mrs P. Grace

Mrs N. Hallam

Ms M Higgins



## SCHOOL ADMISSIONS

Children whose fifth birthday is between September 1<sup>st</sup> and August 31<sup>st</sup> are admitted in September. However, if parents/carers or the Nursery/Playgroup are concerned that a child may not be mature enough to start in September, it can be discussed, and if necessary, entrance delayed until January.

The planned admission limit for 2011/2012 is 30. Please contact Education Admissions 821000 regarding placements at primary schools on the Isle of Wight.

**PLEASE READ "EDUCATING YOUR CHILD" AVAILABLE FROM EDUCATION ADMISSIONS.**

### TRANSPORT

Please contact Education Admissions 821000.



## COMPLAINTS ABOUT THE CURRICULUM:

The Authority has drawn up a procedure, as required by the Education Reform Act 1988, to deal with any complaints by parents or others about the implementation of the National Curriculum and religious worship in schools or other matters concerned with the curriculum responsibilities of schools or the Authority. Copy of the procedure is available from the Education Department, County Hall and in public libraries. A copy will be given if desired (a charge may be made) to any person wishing to make a complaint about the relevant (curriculum) matters.



# PRIVACY NOTICE

## PRIVACY NOTICE

### *Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings*

#### **Privacy Notice - Data Protection Act 1998**

We Barton Primary School and Early Years Centre are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Barton school office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[http://eduwight.iow.gov.uk/the\\_lea/communication/fairproc.asp](http://eduwight.iow.gov.uk/the_lea/communication/fairproc.asp)

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Information Access Officer  
Corporate Information Unit  
County Hall  
High Street, Newport, Isle of Wight  
PO30 1UD
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools



## PUBLICATION DISCALIMER:

The information provided aims to be correct as far as possible at the time of printing but it should not be assumed that there will not be any changes affecting the details given either before the start of, or during, the school year or in later school years.

