



Broadwindsor C.E. V.C. Primary School

Prospectus



Broadwindsor CE VC Primary School
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Broadwindsor Church of England Voluntary Controlled Primary School

“Learning and growing together”

Headteacher: **Mr Philip Smith**

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Dear Parents and Carers

Welcome to Broadwindsor Church of England Primary School. In this prospectus we hope to give you a flavour of the life and work of our school. Whilst you can gain a brief knowledge of our school from this brochure, we would always encourage and welcome you to visit - please contact us to arrange an appointment.

The staff and governors would like to extend a warm welcome to you and your child on joining our village school. We trust that your child will settle in quickly with us, be happy in these surroundings and contribute to school life.

Broadwindsor School is a happy village school with high expectations of its pupils and staff. Always putting the children first in all we do and strive to provide the very best possible education for each individual. Our dedicated and experienced staff work hard to ensure that we continuously provide a caring, supportive and safe place for children to learn.

A child's early years are such an important time in their development and we strive very hard to make their introduction to school a happy and constructive one. Staff aim to work closely with parents to jointly nurture every child's natural thirst for learning. We are always keen to listen and to support you in your child's development, wherever possible operating an 'Open Door' policy welcoming contributions from home.

We see school as a partnership between children, staff, parents and governors working together to build a positive future. The school has a clear and ambitious school development plan in place, and staff and governors are committed to making rapid improvements where they are needed to ensure that all children achieve their academic potential at our school, whilst still benefitting from our caring ethos and focus on emotional well-being as well as sporting, music and cultural opportunities.

As a church school we endeavour to ensure that our Christian values permeate through every aspect of school life. We feel privileged to have responsibility for your child's learning and treat this with utmost care. Every child is of equal importance and we strive to ensure that they all feel loved, nurtured and valued.

We look forward to an exciting and developing future and welcoming you to our school in person in the near future.

Yours sincerely

Philip Smith
Head teacher

Jill Mohiki
Chair of Governors



BEAMINSTOR PYRAMID



Our School

Broadwindsor School is a Church of England village school that comes within the Salisbury Diocese. The school has a long history dating back to 1872. The original school building is still part of the village and when the new school was built in 1968 the original school bell was moved from the old school to the new premises. The bell became a very significant part of school life, a parent who was a blacksmith created a stand for the bell and it is used on a daily basis and became the school logo.

The new school was built in 1968 and is a single storey building occupying a prominent place in the village of Broadwindsor, one of the most beautiful parts of West Dorset.

The school has four classrooms and a school hall. It is well resourced in all areas of the curriculum. Our current emphasis is to increase resources in ICT and the library.

The school grounds enable all our children to play on grass or on a hard play surface, depending on the weather, including a MUGA (Multi Use Games Area). There are two environmental areas including a natural stream and an outdoor classroom. All classes use the outside areas in different ways to support the curriculum, including Forest School.

Our Vision: “Learning and growing together”

Creating a highly effective school where everyone can flourish; securely rooted in our Christian Values and enabled to grow academically, spiritually, emotionally and socially together.



Matthew 13:31-32 New Revised Standard Version (NRSV) The Parable of the Mustard Seed

Jesus put before them another parable: “The kingdom of heaven is like a mustard seed that someone took and sowed in his field; it is the smallest of all the seeds, but when it has grown it is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches.”

Our Values

Our Christian Values are the soil in which we root and flourish. They come from Galatians 5:22-23, The Fruits of the Spirit

They are: Love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control



School Hours

School starts at 8:45 a.m.

Children and parents are welcomed from 8:30 a.m.

Morning break: 10:30 – 10:45 a.m.

Lunch break: 12:00 – 1:00 p.m.

Afternoon break: Reception / Year 1 / Year 2 only

School finishes at 3:15 p.m.

The children have a variety of playtime options – large play equipment, ball games, playground games e.g. large draughts, skipping, hoops etc. organised by our Sports Leaders.

School Organisation and Staffing

The school is organised into four classes.

Class 1: **“Mary Anning”** - Reception class

Taught by Mrs Lydia Knowles

Class 2: **“Thomas Hardy”** - Year 1 & 2 class

Taught by Mrs Emma Killick

Class 3: **“William Barnes”** - Year 3 & 4 class

Taught by Mrs Karen Taylor & Mrs Kirsten Bryant

Class 4: **“Jane Austen”** – Year 5 & 6 class

Taught by Mr Draper



Starting at Broadwindsor School



The school has adopted and uses the Local Authority Admissions Policy; a full copy can always be viewed in the school office or via the school website.

The Reception children are admitted as a group in the Autumn term. During the term prior to your child starting, all parents will be invited to an induction evening, where they will have the opportunity to meet their child's class teacher and ask any questions. The Reception teacher visits pre-school settings in the area. The Reception staff and local pre-schools work closely to develop links to ensure the child's entry into school is as smooth as possible.

Any prospective parents are welcome to visit the school at any time with a prior appointment. Children can visit school with their parents and will also be invited to spend several

afternoons in school when they will be able to meet their new class mates, the Reception staff and become familiar with the new school environment.

Transport is provided for all children of compulsory school age who live beyond the distances laid down by the Education Committee but within the catchment area. Details of the route and pickup points are available from the school.

Details of distance limits are available from the transport office at County Hall, Dorchester, telephone 01305 251000.

It is important that the children reach school safely and it is important that all children behave sensibly on the buses.

Our Curriculum

We aim to create a positive, relevant and stimulating curriculum in which children can significantly 'grow together' to achieve their full potential. Alongside the fostering of good relationships, we strive to encourage the development of a sense of responsibility, self-discipline, being creative and independent in thinking. Our staff are highly qualified and offer a high standard of education with personalised learning for all.



Our curriculum is intended to encourage the development of children intellectually, socially, emotionally, physically and morally, and to provide children with the essential skills they need for life.

Foundation stage

The emphasis on the teaching of Foundation Stage children will be to prepare them for their later years in school and most importantly be Key Stage 1 ready. The Early Years Foundation Stage curriculum follows on from their preschool experience and covers these seven areas of learning:

Communication and language

Physical development

Personal, social and emotional development

Literacy

Mathematics

Understanding the world

Expressive arts and design



Key Stage 1 and 2

Once the children have successfully achieved the Early Learning Goals during the Foundation Stage, usually beginning of Year 1, children follow learning programmes which ensure the National Curriculum 2014 orders are met; this being nationally agreed programmes of study in English, Mathematics, Science, Computing, Design and Technology, History, Geography, Art and Design, Physical Education, Music, Personal, Social, Health Education and Citizenship, Modern Foreign Languages (More details of our curriculum are on the school website including long term plans)

- English and Maths teaching occurs daily and is also threaded through everything else we teach.
- We use a topic approach to help teach many subjects so that children can see links between skills and concepts. This also helps make learning fun!
- In addition, we provide a range of enrichment activities including outdoor learning opportunities, a range of sporting clubs and coaching sessions, music tuition and an annual residential trip for our Year 4 and 6 pupils

Religious Education and Collective Worship



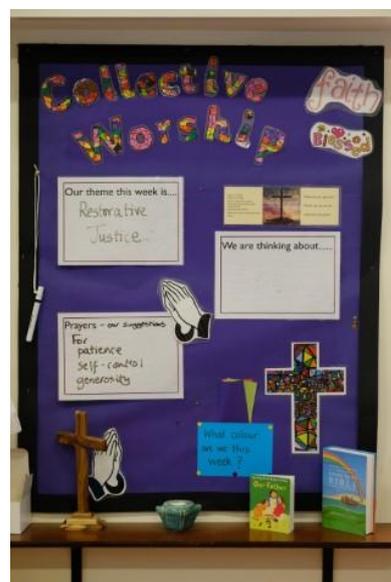
Broadwindsor Primary School is a Voluntary Controlled Church of England school – that is, the school is funded by the Local Authority, but two Governors are appointed by the local Church, so maintaining the link with the earlier foundation. Collective worship takes place daily and is delivered by the Headteacher, teachers, children, the local church team as well as visiting speakers. Worship is organised in various ways including, whole-school, Key Stages and also class acts of worship. The school visits the local Church in Broadwindsor at least termly for worship or for a

service to commemorate special events in the religious calendar which parents are invited to (e.g. Harvest, Mothering Sunday, Easter). On Thursdays, we have a weekly praise assembly which parents are invited to share in all the achievements the children have made. The assemblies provide many opportunities for children to participate and are focused around our Christian values.

We also have a thriving Church Club which meets each week on a Monday after school and includes fun activities and a weekly worship session.

Religious Education is taught using the Dorset Agreed Syllabus and we use various resources to plan and teach RE including Understanding Christianity and Discovery RE.

All parents have the right to withdraw their child from Collective Worship or from Religious Education. Any parent wishing to do so should contact the Headteacher.



PHSE and Citizenship

Personal, Health and Social Education and Citizenship are taught through the use of circle time, drama, art, dance and music. Community and world issues can reinforce and develop class and school ethos and values. We aim to teach sex education sensitively with regard to moral considerations and the value of family life within our thematic work throughout the school. We also involve outside agencies, for example the school nurse and the Life Education Unit, at all stages to support this area of the curriculum. Year 6 pupils receive specific teaching with parental support and consultation.



Assessment

We undertake all statutory assessment required which includes Early Years assessment, Year 1 Phonics assessment and Year 2 and Year 6 assessments. Broadwindsor School reports individual child's attainment to parents and publishes a summary. We are very proud of our children's achievements and actively encourage you to look at the school website for a summary of our latest. Most importantly, teachers continually assess children's progress on a daily basis and the results are used to inform planning for future learning. Children will also complete a range of assessments at the end of each term so that teachers can track progress of the pupils. We also involve the children in assessing their own learning to help them have a good understanding of how they can improve their work. Regular parent meetings allow you to understand how your child is progressing and what support will benefit them further.

Supporting Children with Special Educational Needs

We are totally committed to respecting the rights of each individual child, helping them to achieve their full potential; this includes providing additional personalised support to those that need it. Our SENCO is Mrs Emma Killick and she can be contacted via the school office.

We carefully plan for each child as they begin their school life, tracking and personalising their learning, whilst providing the right support for any additional needs they may have. For children with Special Educational Needs we encourage parental involvement with both the planning and monitoring of progress.

SEN support plans for pupils with Special Educational Needs are written by class teachers and monitored by the Special Needs Co-ordinator (SENCO). The SENCO is also responsible for the Annual Review of Education, Health and Care plans (EHC plans).

Pupils with Special Needs are targeted within quality first teaching, additional support through small group and/or individual support and a range of strategies and resources are used. Pupils with EHC plans may have Teaching Assistants assigned to them to support parts of their learning.

When appropriate, outside agencies are used to provide specialist support, advice and teaching. These services may include the Educational Psychologists, the Special

Educational Support Service and Speech and Language therapists. Parental permission is always necessary before these additional services are contacted for advice.

There are regular opportunities to share information and parental support is vital. Parents are always consulted and kept fully informed about their child's special educational needs.

Homework

Homework should enhance the curriculum and allow an individual response and commitment on the part of the children and you, their parents.

All children are encouraged to take a reading book home each evening and we ask that parents listen to or read to their children and record and comment in the child's reading Diary. Parents' encouragement and support is then essential to help competent readers to keep reading. We ask that children read at least 5 times each week.

The children may be given weekly spelling or times table lists to learn, and support in this would be both helpful and appreciated. Alongside this your child is encouraged to engage in home learning around the topics they are learning about. Dates are set for the return of homework and comments are encouraged from children, parents and staff to indicate positive aspects of the work and to develop further liaison. As parents, your knowledge of your child/children is paramount in deciding the length of time devoted to homework set by the class teacher. We offer guidelines and a positive approach but your involvement is crucial.

Library

The school has a well-equipped library and a dedicated ICT learning space within school. In recent years, we have invested in laptops and iPads to enhance our use of ICT for learning.

We always try to foster a love of books and a keen interest in learning, which we hope parents will encourage at home. We regard books as an essential tool of learning. We continue to fund raise to buy further resources for this space and we are lucky to have volunteers who help maintain the organisation within the library space.



Clubs and Extra-curricular Activities



We offer a wide range of activities which take place both at lunchtime and after school.

These vary throughout the year and have included church club, netball, football, cricket, tennis, embroidery club, chess club, book club, art, origami, cookery and singing.

Sport

We are very proud of our sporting activities we offer our pupils and the achievements they have made individually and as part of teams. We use a range of providers to support school staff in delivering sports coaching both within curriculum and extra- curricular sessions.



All children have access to two hours of quality PE within the week and we are signed up to the School Games awards to help us evaluate our sporting opportunities. In addition, all children have the opportunity to take part in swimming lessons at Bridport Leisure Centre.

The school enters teams in tournaments and festivals including netball, tag rugby, athletics, multi-skills, cricket, hockey, football, cross-country, tennis, gymnastics, dance, golf, futsal and swimming. We have been successful recently in a number of different events.



The Arts

Music is very important to our school. We offer a range of instrumental tuition including woodwind, guitar and drums. Our Year 3 and 4 children as a class learn an instrument each year to inspire them to develop a love of music, most recently they learned the ukulele.

The school has a strong tradition of performing and enjoys an active singing group which take part in annual concert at NEC in Birmingham as well as performing in the local community. Our older children take part in the annual Beaminster Choral Festival performing alongside other schools in our local collaboration.



School Council

The School Council enables our children to develop as individuals who can make a positive contribution to our school community. The School Council gives pupils the chance to experience active citizenship, opening their minds to the role they can play in the wider community. They democratically elect their own members from each year group who liaise with key members of the school staff. Meetings take place in school time approximately once a month

Schoolwear

The school believes that the wearing of school uniform promotes equality and the positive image of the school which helps build pupils' self-esteem. Parents are expected to send their children to school in uniform. Please ensure that all items of clothing and footwear are clearly marked with your child's name.

- Green School cardigan/sweatshirt
- White polo shirt or white shirt with school tie
- Grey skirt/trousers
- Green and white checked summer dress
- White/grey socks/tights
- Sensible footwear (not trainers)
- Children should not wear jewellery but ear studs are permitted.

Sweatshirts, cardigans, fleeces, lightweight jackets, reversible coats, sun hats, book bags and backpacks are available from the school office or direct from our supplier School Trends – www.schooltrends.co.uk using the 'find my school' search to find our school; P&P is payable; (bookbags and backpacks are only available from the school office.)

The PTA also organise a very well supported second-hand uniform service. Please contact the office for more information.

Trainers should be worn for **PE only** and solid shoes worn during the winter months. Summer sandals should have an enclosed front and socks should be worn for added protection. The children will need a warm coat during the winter months.

Every child will need a small PE bag which should contain plimsolls or trainers, dark coloured shorts and a white t-shirt. Football boots and shin pads may be required in Year 3 and above. All items must be labelled and kit must be in school at the beginning of every school week.

The children will need an old shirt / t-shirt for art work and although we can usually provide groups with these items, if you have any spare please let us know.

Food and Drink

We are part of the national scheme which gives all our children in the Foundation Stage and Key Stage 1 a free school lunch and a free piece of fruit or vegetable each school day. Healthy playtime snacks are an important part of our commitment to the Healthy Schools Award Scheme and therefore Key stage 2 are encouraged to bring a healthy snack for break time.

- School milk for break-time can be ordered from <https://www.coolmilk.com> Until the child's fifth birthday this is free if ordered through the above website.
- Local Food Links are our hot school meal provider. To find out about the meals they provide, please visit <https://www.localfoodlinks.org.uk> Activation codes are needed to register on the ordering system at <https://my.localfoodlinks.org.uk/>. If you haven't received an activation code letter, please ask the school office.
- Meals can be ordered, changed or cancelled 7 days in advance.
- All Reception and Key Stage 1 children are entitled to free school meals under the Government Universal Infant Free School Meals Scheme.
- Meals for Key Stage 2 children are very reasonable at £2.40 each.
- Some of our children bring packed lunches to school with drinks in a carton or unbreakable flask. Parents are strongly encouraged to provide a healthy packed lunch. Water is available at all times, but children must bring their own water bottle.
- Pupils can bring a healthy fruit snack for break time.
- If you are in receipt of certain benefits you are entitled to receive a free school meal beyond Key Stage 1 and free school milk for your child. Please contact the school office if you feel you may be eligible.

The Governing Body

The Governors work together with the staff to ensure that all pupils receive the best education possible. They meet regularly to plan, discuss and evaluate matters relating to the short, medium and long term future of the school.

The areas of responsibility are the curriculum, staffing, finance and buildings and maintenance of the school.

Should you wish to contact any member of the Governing Body this can be done through the school on a verbal or written basis.

A full list of the current Governing Body can be obtained from the school office and can also be viewed on the school website.

Parent and Community Partnership

Throughout the year parents are invited to discuss the academic and social progress of their child with the class teacher. In the Autumn and Spring Terms, parents are invited to school to meet their child's teacher and to discuss work and general progress. In the Summer Term, parents will receive a written report on their child's progress with an opportunity for discussion. Throughout the year there are opportunities to learn more about how to support your child such as reading evenings, EYFS sessions and SATs meetings.

We invite you to contact the class teacher if either you or your child has any concerns. Should the teacher, at any point, be concerned about your child's educational or social development, we will contact you. It is normally best to make an appointment rather than call on the off-chance. Your visits need not be confined to times of concern; if, for example, children have produced work of which they are especially proud, please feel welcome to come in and share it with them.

The partnership between home and school in your child's education is vital, and there is no doubt that when a good relationship prevails, progress is more successful. We encourage and value parental involvement in school. Parents can help in a variety of activities inside and outside of the classroom, for example listening to children read, art, sporting activities,

music, cookery and gardening. We are always looking for extra support so please get in touch if you would like to play a part in some way.

We recognise the special position of a village school in its community. We encourage pupils to play a full part in their community, including participating in church services, village groups and organisations and making contributions to local magazines and newspapers including the monthly community magazine the 'Broadwindsor News' and the 'Team News'.

Broadwindsor School Parent Teacher Association (PTA)

Broadwindsor PTA is a committee of parents which meets regularly to plan events for the children and parents. Activities organised by the PTA include film nights, bingo, the Christmas fair and Summer event. Through a programme of social and fundraising activities, the PTA supplements the school's finances, usually supporting specific projects. Some recent examples have been Christmas presents for pupils, outdoor play areas, various sporting activities and the transport for whole school pantomime visits.

Medical Facilities



The designated member of staff for First Aid is Lisa Emmerson.

We have a dedicated medical room to provide quiet, quality care. It is our policy that all staff are trained in First Aid. The school nurse makes regular visits to school and parents are always notified in advance if their child is going to be included in any routine inspection.

Should your child need to take any prescribed medicines during school hours then these should be deposited in the school office clearly labelled with the name, dosage etc. A medical consent form must accompany these medicines. It should be noted that it is the responsibility of parents to administer medication.

If your child suffers from asthma please make sure that the appropriate inhaler is near to hand at all times. A spare inhaler labelled with the child's name will be kept in the classroom with the list of children and their medication.

If your child is unwell then please carefully consider if it is appropriate for them to be in school. It can be quite distressing for the pupil concerned and for other class members and staff to have a child in school who is clearly unwell – home is always best under these circumstances.

Should your child become unwell during the school day it is very important that we have a contact number that is current and relevant. Every attempt will be made to contact you should the need arise.

Sickness '48 hour rule' –

From time to time children are sick (vomit) either at home or at school. Unfortunately, it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea.

Nut Free Policy

Our school policy is that no food containing nuts be brought into school.

We have children in school who have nut allergies and even mild exposure to nuts in the environment may be sufficient to trigger an allergic reaction. It is therefore vital that we ensure they do not come into contact with nuts at school. We would be grateful if you could make sure that any food brought into school, including in lunch boxes, is nut free. Thank you for your support in this matter.

Accidents to Pupils in School

Accidents unfortunately happen from time to time. In the event of your child having an accident you will be contacted and medical attention will be sought.

It is important that the school has the name of the child's doctor and a telephone number where you can be contacted during the day in case of an emergency. If there is any change in this information, please notify the school office immediately.

Safeguarding

At Broadwindsor School we take our safeguarding responsibilities very seriously. A duty is placed on the school and governing body to protect and promote the welfare of children. We are strongly committed to promoting the safety and wellbeing of the children within our community by following the guidelines offered by Department for Education (DfE) and the Pan-Dorset Safeguarding Children Partnership. We are also committed to working in partnership with other agencies such as Social Care and Health, the local Health Authority, Parent and Family Support and the Police to keep children in our care safe. All school staff receive regular comprehensive safeguarding training.

Our first priority is your child's welfare and we will usually discuss any concerns we might have about your child with you. There might be occasions, however, when we have to provide information to or consult other agencies such as the Local Authority Social Care and Health Departments before we contact you. Our responsibility to do so is determined by Bournemouth, Dorset and Poole Interagency Child Protection Procedures. If you want to know more about these procedures, please speak to the Headteacher Philip Smith who is also the Designated Safeguarding Lead.

Posters around school give clear information who to contact if there is any cause for concern over the wellbeing of a child within our school community.

All staff and volunteers, including parents who help in and around the school on a regular basis, are DBS checked. When visiting the school, you are kindly asked to report to the school office, sign in and read carefully our safeguarding information. You are also asked to switch off mobile phones.

Promoting Positive Pupil Behaviour



If a child is to achieve their full potential in school, they need to be attentive and display positive learning attitudes. At Broadwindsor we expect a high standard of self-discipline and a good standard of conduct during the school day including times when pupils are on educational visits or representing the school. Our expectations are set out in our Behaviour Policy which can be found on our school website.

We set an example by being caring, considerate and consistent in our dealings with everyone in school. Although we use sanctions when necessary, our ethos is built on a culture of positive reinforcement.



Prevention of Bullying

At Broadwindsor we work towards a school free from bullying by creating a caring, friendly and happy school environment in which bullying is out of place, respect for others is fostered and where children are encouraged to behave responsibly. The School has a clear policy statement reflecting the seriousness of our concern and incorporating action points regarding bullying.

Any report of bullying will be dealt with promptly and we have regular events to promote the importance of having an anti-bullying approach including regular assemblies and class discussions. Any concerns should be shared with class teachers in the first instance.

Attendance

We are very aware of the need to ensure your child's safety and we would particularly ask that you telephone in the morning if your child will be absent from school, or late coming in, where we have not been previously notified. This will avoid children being recorded as having an unauthorised absence and also safeguard pupils

If they have medical or dental appointments during the school day, please inform us beforehand of your arrangements. You must ensure that your child's collection and return is reported at the front office. We ask wherever possible that these appointments be made outside of term time or after school especially for routine check-ups.



If you wish your child to miss PE due to illness a letter will be required.

If your child is ill, please ensure that they are completely recovered before sending them back to school.

A list of school holidays for the current year is available from the school office and on the school website. This list will help you plan your own holidays to coincide with school holidays. In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance at school. Therefore any unauthorised absence, such as taking holidays in term time, can result in a Fixed Term Penalty Notice. Failure to pay a Fixed Term Penalty Notice may result in a criminal conviction and a fine in the Magistrates Court of up to £1000.

The school attendance regulations make clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. Unauthorised absence is always noted.

School Visits / Charging and Remissions Policy



There are no compulsory charges for the usual curricular activities at the school.

For some activities, such as school trips or visiting educational groups into school, the school may have to ask for voluntary financial contributions in order for the activity to take place. No child will be excluded from an activity if a voluntary contribution has not been made. However, if insufficient funds are received the event may be cancelled.

Residential trips are offered in Year 4 and Year 6. In 2019, the children had the opportunity to stay at Hooke Court in Year 4 and stay at an activity centre in Cornwall in Year 6. The cost of these residential visits is charged to parents who agree they are a valuable part of the curriculum. Those who are in receipt of Pupil Premium may be offered financial assistance.

A charge will be made for some After-School Activities to cover costs. Please refer to our Charging and Remissions Policy on the school website.

In those instances where damage to school property is considered to be by wilful intent parents may be required to pay the cost of repair or replacement.



Pupil Premium

Some children may be entitled to receive financial support from the Government which is paid to the school to support their education. Parents who believe they are entitled to this should contact the school office or check the Dorset Council web tool here - <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/at-school/pupil-premium.aspx>

Links with Other Schools

In September 2016 the West Dorset Schools Collaboration was launched. This is a partnership between 9 primary schools and 1 secondary school:

- Broadwindsor Primary
- Salway Ash Primary
- Sticklands Primary (Evershot)
- Greenford Primary (Maiden Newton)
- Parrett and Axe Primary (Mosterton)
- Thorner's Primary (Litton Cheney)
- Powerstock Primary
- Symondsburry Primary
- Charmouth Primary
- Beaminster School

All the primary schools have made a financial commitment to the group and Beaminster School provides on-site facilities, administrative support and valuable advice.

The schools meet regularly for Headteacher meetings, staff training, teaching staff groups and planned residential trips for our older pupils. We are a strong collaboration working together and planning many joint initiatives e.g. sports tournaments, swimming gala, music workshops.

The Collaboration creates closer ties in order to share knowledge, experience, ideas and resources. This year all our teachers are involved in a project called 'Lesson study' where they visit each other's classrooms across the collaboration and evaluate new approaches to learning.

COMPLAINTS PROCEDURE

There may be times when you as parents wish to come into school to discuss issues of concern. Usually these concerns will relate to the progress of your child or a particular incident or set of circumstances. The notes below give clear guidance as to the procedure we follow at Broadwindsor School.

Discussion with the Class Teacher

The first point of contact should always be the class teacher whenever possible. Parents who wish to see the class teacher are advised that the best time is after school.

An appointment can be made directly with the teacher concerned or via the school office.

Discussion with the Headteacher

If the problem cannot be resolved satisfactorily at the level of class teacher you will need to see the Headteacher. The Headteacher will, as a matter of course, evaluate the information from you, and then determine the precise approach that will be taken.

If the matter remains unresolved, despite the mediation of the Headteacher, an approach should be made to the Chair of Governors. Once an approach has been made, either the Chair or a delegated governor will look to find a way forward and attempt to affect a resolution. Should a resolution prove unobtainable, the only remaining course of action is a formal complaint to the Governing Body.

The School complaints procedure is available from the School Office or the Headteacher.

Equality

Broadwindsor School will ensure that Equality issues are at the heart of everything we do, taking into account the Nine Protected Characteristics of: disability, race, age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy and maternity and religion or belief.

We will work together towards eliminating discrimination, harassment and victimisation and other conduct prohibited by the Equality Act. We are committed to providing equality for all our staff, children and their families and to meet our duties under the Equality Act 2010.

Our Equality objectives can be found in the policy section of our school website. In accordance with our Equality Policy all children, regardless of their ethnicity, gender and religion, are entitled to the widest possible educational experience.

Data Protection Act 1998

When a pupil is admitted to the school information is collected under the Education (Pupils Registration) Regulations 1995. It will be used only for the purpose of pupil administration, will be held securely and will only be disclosed to staff in the school or Education Department who have a right of access, to the Social Services Department where this is appropriate and to the Department of Education and Skills. If a disclosure elsewhere becomes necessary we will contact you before doing this. When no longer required, the information will be disposed of in a manner appropriate to its sensitivity.

Moving On – The Next Stage

Children transfer to secondary school at the end of the school year in which they reach their eleventh birthday. The majority of pupils transfer to Beaminster School and to support the transition, pupils have opportunities to take part in a range of activities throughout the year. During the Summer Term senior teachers from Beaminster School and other local Secondary Schools visit us to meet their future pupils. Parents' evenings are arranged at their new schools and our children visit for induction days.

Additional Policies

The school has a wide range of policies which can be accessed in the school office or from the school website.

CONTACT US

Broadwindsor C.E. V.C. Primary School
Drimpton Road
Broadwindsor
Beaminster
Dorset
DT8 3QL

Tel: 01308 868376

E-mail: office@broadwindsor.dorset.sch.uk

School website: www.broadwindsor.dorset.sch.uk

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Appendix 1

Staff List as at April 2022

Teaching Staff:

Philip Smith	Headteacher and Yr. R (1 day p.w)
Jean-Paul Draper	Yr. 5/6
Karen Taylor	Yr. 3/4 (4 days p.w)
Kirsten Bryant	Yr. 3/4 (1 day p.w)
Emma Killick	Yr. 1/2 & SENDCO
Lydia Knowles	Reception

Teaching Assistants:

Holly Young	Lisa Emmerson
Rita King	Vikki Pickering
Lucy Snyder	Emma Costin
Lisa Wakeman	Kathryn Waite

Office/Finance Staff:

Sally Dawson
Kathryn Waite

Lunchtime Supervisors:

Donna Bugler	Laura Moore
Marie Painter	Ruth Stevens

Nicki Jones

Cleaning Team:

Nicki Jones	Lorraine Willmer
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Appendix 2

2022

Dear Parents/Carers,

School Emergency Closure Procedure

As we are at the time of year when weather can be somewhat unpredictable, we would like to remind parents of the school emergency closure procedure.

The decision to close the school is made as early as possible so that we can give parents/carers advance warning. The following procedures are put in place –

- Parents who have signed up to **Parentmail** will be sent an e-mail and a text message. This may be an ideal time to consider signing up to the service if you haven't done so already.
- A definitive list of closures will be posted on www.dorsetcouncil.gov.uk and this information can be accessed on –

<https://mapping.dorsetcouncil.gov.uk/closedservices/Service/schools>

- A message will be posted onto our own **school website** -

www.broadwindsor.dorset.sch.uk.

Local radio stations will also carry information about closures. Parents can tune in to **Heart FM or Wessex FM**

Unfortunately, due to the short notice of emergency closures, we are unable to issue refunds for any meals ordered for the days of closure.

Yours sincerely,

Philip Smith
Headteacher

Appendix 3

Broadwindsor School – Term Dates for 2022/2023

Autumn Term 2022

Thursday 1st September	<i>Inset Day – school closed</i>
Friday 2nd September	<i>Inset Day – school closed</i>
Monday 5 th September	School opens
Friday 21st October	Break up for half term
Monday 31 st October	<i>Inset Day – school closed</i>
Tuesday 1st November	School re-opens
Friday 16 th December	Break up for Christmas Holidays

Spring Term 2023

Tuesday 3rd January	<i>Inset Day – school closed</i>
Wednesday 4 th January	School re-opens
Friday 10 th February	Break up for half term
Monday 20th February	School re-opens
Friday 31 st March	Break up for Easter Holidays

Summer Term 2023

Monday 17 th April	School re-opens
Monday 1st May	School closed for May Bank Holiday
Friday 26 th May	Break up for half term
Monday 5th June	<i>Inset Day – school closed</i>
Tuesday 6 th June	School re-opens
Friday 21st July	Break up for Summer Holidays