



# The Federation of Bishop Sutton and Stanton Drew Primary Schools



Bishop Sutton Primary School  
Wick Rd  
Bishop Sutton BS39 5XD  
Tel: 01275 332817  
bsps@bishopsuttonstantondrew.co.uk

Stanton Drew Primary School  
Upper Stanton  
Stanton Drew BS39 4EQ  
Tel: 01275 332820  
sdps@bishopsuttonstantondrew.co.uk

## 'Welcome back to school' September 2023 (SDPS version)

### 1. Contact details

**Telephone:** 01275 332820

**Email address:** sdps@bishopsuttonstantondrew.co.uk

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



### 2. Staff list and class organisation

**Head teacher:** Mr Dieter Cook (Wed and available Friday)

**Deputy Head teacher:** Mr Andy Marriott (Mon, Tues & Thurs)

#### Curriculum leaders:

**KS2 Team Leader:** Mrs Lambert (BS)

**KS1 Team Leader:** Mrs Tucker (BS)

**SENDCo:** Ms Adams (Wed/Thurs)

**English leader:** Mrs Tucker (BS)

**Maths leader:** Mrs Lambert (BS)

**Science leader:** Miss Pestell

**PE leader:** Mrs Jeffery (BS)

**MfL (French) leader:** Miss Wools (BS)

**History Leader:** Miss Everson and Miss Gilmour (BS)

**Geography leader:** Miss Nash (BS)

**DT leader:** Mr Schofield

**Computing leader:** Mr Marriott

**Art & Design leader:** Mr Schofield and Mrs Tucker (BS)

**Music leader:** Mr Cook

**PSHE leader:** Mrs Sharp (BS)

**RE leader:** Miss Everson

#### CLASSES & SUPPORT STAFF

<b>Meerkats – Years R, 1 and 2</b>	Miss Pestell, Mrs Parsons & Mrs Allwood
<b>Chinchillas – Years 3 and 4</b>	Miss Everson, Mrs Bryant and Miss Allen
<b>Lemurs – Years 5 and 6</b>	Mr Schofield

<b>Office Staff</b>	Mrs Green and Mrs Ware Mrs Phillips (finance) – Thursdays only
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<b>Lunchtime Supervisors</b>	Mrs Jones (Lunchtime supervisors are supported by other support staff and a member of the Senior Leadership Team). Mrs Richards (from Aspens) serves our school lunches.
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### 3. Parking

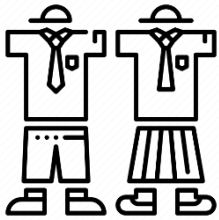
Please park considerately and sensibly to make sure that our children are safe and to show consideration for our neighbours. Whilst we recognise the fact that some parents need to travel by car, we would like to encourage children to walk to school as much as possible.



### 4. Curriculum

Curriculum letters are available on the school website to give an overview of the routines in your child's class – these have also been posted on ClassDojo. Comprehensive [curriculum documents are also available on the website here](#) that provide an overview of your child's learning across the year. For children in YR, the [Early Learning Goals can be found here](#).

### 5. School Uniform



Children are expected to wear school uniform at all times unless otherwise specified (e.g. Reception children do not wear uniform for forest school sessions). Guidance on school uniform is [on the website and can be found here](#). Please make sure that all property and uniform, PE kits, coats etc are named. Please also make sure that children have coats in school – even if the weather is looking sunny and bright - at the start of every day.

### 6. Playground Equipment

Please note that the adventure play equipment on the top playground is **only** for the use of school-aged children during the school day, and **should not be used at any other time**.

### 7. School Day

Please try to be punctual at drop off time in the morning and collecting time in the afternoon. School times are:

**Gates open:** 8.45am

**Registration and start of school:** 9.00am

**Gates Close:** 9:00am

**Break time:** 10.30-10.45am

**Lunchtime:** 12.15-1.15pm

**End of school:** 3.15pm (gates open at 3.10)

**Office Opening hours:** 8.30am – 12.30pm and 1pm – 3.30pm



Parents are welcome into school and we encourage frequent and regular communication. The end of the day is the best time to catch the class teachers, as in the morning we like the children to come into class independently and teachers are preparing activities.

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## 8. Safeguarding

*'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. Practitioners should consider, at all times, what is in the **best interests** of the child'*

From Working Together To Safeguard Children (HM Government, Sep 2023)

If you become concerned over a child's welfare for any reason e.g.

- *a comment made by the child or*
- *marks/bruises or*
- *changes in the child's behaviour/demeanour*

please report your concerns to one of the designated leads. The Designated Safeguarding Lead (DSL) is Mr Cook, the Deputy DSL is Mr Marriott. The Federation Governor for Safeguarding is Mrs Diane Dimmock.

In an emergency, contact the police immediately.

If you have any concerns over the DSL or Deputy DSL, you must report this to the Chair of Governors, Mr Dan Spinney or the CEO of LSP Trust, Mr Gary Lewis. (The school office has contact details).

## 9. Absence and attendance

We have to keep a record of all authorised and unauthorised absences, i.e. when you have not been given permission for your child to be absent from school. If your child is unable to attend school as a result of illness, parents **must** telephone the school and leave a message (01275 332820), or send a message to the school before 9.10am. Parents need to let the school know exactly what the illness is please. This avoids the school having to register illness as unauthorised absence. Even more importantly, it is a system for the school to monitor the safe arrival of all pupils. If your child arrives after the register has been taken, please make sure that you come in to school to sign your child in and provide a reason for the lateness. If the school does not receive this information, an unauthorised absence will be recorded. Lateness is monitored and investigated by the Children Missing Education Officer on a regular basis.

***Parents are expected to get children to school on time and to avoid taking any holiday in term time.***

Children are expected to attend school for 190 days out of 365. This leaves 175 days for holidays or non-urgent medical/dental appointments. Research suggests that children who are taken out of school may never catch up on work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Evidence also shows that children who attend school regularly are more successful, not only in school, but in all areas of life. Children who struggle with English or Mathematics may also find it harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates. Please also be aware that being late by 15 minutes a day is the same as missing two weeks of school over the year. The start of the school day is an important time for children to develop their social skills with their friends, as well as preparing them for their learning.

Whilst 90% in an exam might be seen as an 'excellent' score, **90% in school attendance terms is poor!**

<b>98% - 100% Excellent</b>	<b>Less than 6 days absence per year; excellent attendance!</b> Children with this
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	attendance should achieve the best levels of achievement that they can.
<b>95% - 97% Good</b>	<b>Less than 10 days absence per year; good attendance!</b> Children with this attendance are likely to achieve the best level of achievement they can and are working to improve their attendance and punctuality.
<b>91% - 94% Satisfactory</b>	<b>Nearly 20 days absence over the year – this is only satisfactory attendance!</b> Children with this attendance are missing approximately a month of school per year and may fall behind in reading, writing, maths and other subjects. It may be difficult for them to achieve their best.
<b>85% - 90% Concerns</b>	<b>Up to 27 days absence over the year – this is poor attendance!</b> Children with this attendance are missing approximately 4 to 5 weeks of school a year! It will be difficult for them to keep up and achieve their best.
<b>Below 85% Serious Concerns</b>	<b>Roughly 1 day a week absence - extremely poor attendance!</b> It will be almost impossible for children with this level of absence to keep up with their work, and they are at a high risk of failing. 85% attendance over the course of 7 years in Primary School is the same as missing a whole year in school!

## 10. Special educational needs (SEN)

The easiest way to [find information on SEND is on the website here](#) or contact Pauline Adams our SENDCO for a chat via the school office (contact details above).

## 11. Behaviour and our one Golden Rule

The Golden Rule is ‘We always try our best to be kind, be safe and be responsible’. Children miss Golden Time if the rule is not followed. In the rare cases of persistent unacceptable behaviour, we will contact you and will expect your full support in dealing with the situation. (It is extremely rare for any child to be excluded from school; we follow recommended procedures for this and parents would be fully consulted.) The full [behaviour policy is available on the website here](#).



## 12. Reading

Please read with children as often as you can – five plus nights a week would be great. It is one of the most important ways that you can help children – it not only helps them to decode texts, but gives them knowledge, increases their vocabulary, improves their writing and of course, is a an amazing source of imagination and enjoyment. There is an overview of a range of [classic books for primary-aged children to read here](#) (200 books to read before you are 11). For information on the teaching of [reading and phonics, see the information here](#).

*‘A book is a dream you hold in your hands’ Neil Gaiman*

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### 13. Questions and Concerns

We do hope that parents/carers always feel free to raise questions and concerns with all our staff as early as possible – as this can prevent anxieties building up. The best time of day to talk to staff is generally at the end of the day – however, staff are always happy to make a mutually convenient appointment time with you. Should you have a concern and not sure who is best to speak to, please contact the school office for advice on who to speak with to resolve the issue and see the table below



If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email the school office via [sdps@bishopsuttonstantondrew.co.uk](mailto:sdps@bishopsuttonstantondrew.co.uk)
- Put the subject and the name of the relevant member of staff in the subject line
- We'll forward your email on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there. If you see something that you think should be there, please send an email with website in the subject line.

We try to respond to all emails within 48 hours or so depending on the nature of your enquiry. If it's a complex query or perhaps involves part-time members of staff, it could take longer. If this is the case we would normally send you an acknowledgement email with a suggested timescale for further response. If you have a concern that is not resolved after several meetings/discussion, this may lead to you wanting to make a complaint. The LSP [Complaints Policy can be found on the school website here.](#)

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	School office: Mrs Ware or Mrs Green or Mrs Phillips
School trips	School office: Mrs Ware or Mrs Green
Uniform/lost and found	School office: Mrs Ware or Mrs Green
Attendance and absence requests	If you need to report your child's absence, call the school office 01275 332820. If you want to request approval for term-time absence, contact the school office for an absence request form or download from the <a href="#">school website here</a> (Leave of Absence Request form)
Behaviour, bullying or Golden Time	Your child's class teacher

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I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
School events/the school calendar	School office: Mrs Ware or Mrs Green
Special educational needs	Either your child's class teacher or Mrs Pauline Adams
Before and after-school clubs	If it's school based clubs, either the person running the club or Mr Andy Marriott or Mrs Ware.
The PTA	Mrs Sarah Cran is the current Chair of the PTA - email contact address is sarahecran@gmail.com
The governing board	In the first instance contact Mrs Sally Connell (as Clerk to the governors) on 01275 332820 or email her on sconnell@bishopsuttonstantondrew.co.uk
Catering/meals	Aspens Catering 01905 759613

### ClassDojo

Please see the guidance [on the website here for when \(and when not\) to use ClassDojo](#). In short, the app is used for teachers and parents to **communicate about learning**; please do NOT use ClassDojo to communicate absences, pupil illness, or changes to end of day arrangements. Please also note that teachers do not have time during the busy school day to check messages and reply immediately.



### 14. School meals information

- School meals are provided by Aspens who are experts in school catering and have years of experience when it comes to school food. If you have any questions about their service, or any special dietary requirements - please get in touch with Aspens. You can contact them via email on [info@aspens-services.com](mailto:info@aspens-services.com) or call on 01905 759613. You will also find a host of information on their website [www.aspens-services.com](http://www.aspens-services.com)
- Children in YR/Y1/Y2 can be provided free through the Universal Infant Free School Meals. Please note that meals still need to be ordered through Aspens **by 8.30am**. For children in KS2, meals cost £2.45 and also need to be booked **by 8.30am** through the same booking system.
- Children can bring a packed lunch to eat in school. Packed lunches are placed in a container outside each class in the morning. Please do not include any nuts or items with nuts in the packed lunch.
- **The school is a nut free school.**
- Break time snacks should be fresh fruit, this is provided for Key Stage 1, Key stage 2 can bring in fruit from home.

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## 15. Free school meals

Your child is eligible for benefit-related free school meals (and therefore, their school will receive **pupil premium**) if they are attending a state school in Bath and North East Somerset, and you are receiving one or more of the following benefits:

- Universal Credit (if your annual net earned income is £7,400 or less, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, **without any Working Tax Credit**, and an annual household income of £16,190 or less (as assessed by HMRC - Her Majesty's Revenue and Customs)
- **Four-week run-on** Working Tax Credit (paid for four weeks after you **STOP** qualifying for Working Tax Credit)
- Guaranteed Element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

### How do I register?

The easiest way to [register is online here](#). Alternatively, please:

- Call the Free School Meals helpline on 01225 394317 to make a telephone registration. They will need you National Insurance number or National Asylum Seeker Support Number when you call.
- Or print and complete the Free School Meals Registration Form on the BANEs website and post it to: People and Communities Finance, Free School Meals, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

### Need more information?

If you have any questions or specific concerns, please contact Mrs Green or Mrs Ware in the school office.

## 16. Pupil premium

Introduced in 2011, pupil premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children (e.g. those eligible for free school meals). Pupil premium is intended to directly benefit the children who are eligible, helping to narrow the gap between them and their classmates. Parents and carers of children eligible will be contacted by the school to confirm eligibility - more information is available on the website. Mr Andy Marriott is our Pupil Premium coordinator (see Free School Meals section above).

## 17. Governing board

**Chair of governors:** Mr Dan Spinney

**Vice Chair of governors:** Mrs Sarah Cran

**Clerk to the governors:** Mrs Sally Connell

If you are interested in becoming a governor or would like to contact a governor, contact Mrs Connell (as Clerk to the governors) in the first instance. Governors have three main responsibilities relating to strategic planning, financial performance



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(including value for money) and holding the Head teacher to account. Governors are not responsible for the day to day running of the school; that is down to the Head teacher and the staff.

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