

## **Bishop's CE Primary Academy**

## STARTING SCHOOL

At Bishop's CE primary academy we support families and children with the choices they make when deciding about their new school. Children joining us in nursery have the option of morning or afternoon sessions. Reception class are able to choose a full time provision from the first day, or they may choose to attend part time initially. It is important to note that parents have the right not to send their child to school full time until the term after their child's fifth birthday. For those pupils joining in year much about transition is the similar, this booklet will give you the important information you and your child need to get of to a great start at our academy.



## FINDING OUT ABOUT EACH OTHER

Once reception places are allocated by the County Council, a whole range of getting to know you visits will be arranged to ensure there are plenty of familiar places and people to enable our new pupils to thrive.

Firstly the Head of Foundation Stage will arrange a New Intake meeting for new parents and those with siblings already attending our academy.



## HOME VISITS



These are an excellent way for the class teacher and support staff to meet your child in an environment they are confident and secure. During this visit children will share their favourite toys and games with the Foundation Stage team. In addition you will be invited to attend 'Tea with the Head Teacher'. This is an informal meeting where we hear all about your family and our Head Teacher and Foundation Stage Lead, talk in more detail about our school and what it means to be part of the Bishop's CE Primary academy family. At this meeting parents make their commitment to our Bishop's CE Primary and Home Agreement.

## QUICK GET UP ITS TIME FOR SCHOOL

For many children a whole week of full time learning and play is a big step. We do understand and its not unusual for children to snuggle in a book or home corner for a rest during the day.

8:50	Reception gates open
9:00	Read, Write, Inc.
9:20-11:30	Learning through play
11:30-11:50	Literacy carpet time
12:00-1:00	Lunch
1:00-1:20	Maths carpet time
1:20-2:45	Learning through play
2:45	Story time
3:15	Home time

## IT'S MY FIRST DAY

Parents and carers are very welcome to stay and help settle new children we encourage families to help make sure coming to school is a happy event. Keep us up to date with all contact details, it is vital we can reach you at all times of the day. Please let us know before 09:00 am if your child is not coming to school.



A photograph of two young girls in school uniforms. The girl in the foreground is eating a green apple, and the girl in the background is also eating a green apple. The image is partially obscured by a yellow and purple graphic element on the left side.

## OR THIRSTY?

### WATER BOTTLES

All pupils should bring a water bottle to school every day. Water bottles are available from the school office for a small charge.

### FREE MILK

All children under 5 are entitled to free milk, pupils are registered on line by the school.

## WHAT HAPPENS IF I AM HUNGRY?

### LUNCH TIME

Children from reception to the end of year 2 are provided with a free school dinner. This is paid for by the national government for all infant pupils.

### PACKED LUNCH

You may choose to provide your child with a packed lunch box. We would encourage you to make this as healthy as possible and ask that you do not include; glass bottles, sweets or sugary drinks.

### MID- MORNING BREAK

A daily free snack, of fresh fruit or vegetable, is provided for every child.



## ATTENDANCE AND PUNCTUALITY

There is a great deal of research to show that pupils with outstanding attendance and punctuality do better. However there are times that due to circumstances beyond your control may mean that you arrive late, or are absent from school. Please alert the office as soon as possible to ensure we make provision for this eventuality. If a pupil is absent and we have received no communication then a member of staff will contact you. We do appreciate the challenges of booking medical and dental appointments outside of school hours, however we would ask that every effort is made to ensure 100% attendance is achieved by your child. The academy is not able to authorise holidays during the school term.

# Did you know?

Even if your child has 95% over the total 11 years at school, they will miss over half a year's education.

If you are 5 minutes late every day your child will miss a total of seven weeks in their whole school career.

If your child has 80% attendance over the total 11 years at school they will miss over two year's education.



## School Uniform

At the Bishop's CE Primary Academy, we wear a simple school uniform, it keeps us warm in the winter and cool in summer it allows us to enjoy learning and play together. We take real pride in our Bishop's emblem which is embroidered on our school clothes.



## SCHOOL UNIFORM

- black shoes
- grey trousers and shorts
- grey pinafore or skirt
- white polo shirt with school badge
- Purple sweatshirt with school badge
- Purple book bag with school badge
- light grey tights
- white socks/girls
- grey socks/boys
- Purple and white checked dress/girls
- no jewellery, with the exception of stud earrings, to be worn at school.



## P.E. KIT

- Purple P.E. t-shirt with school badge
- black shorts
- black jogging bottoms
- plain black plimsolls
- plain sports trainers
- white ankle socks

### Swimming

- girls plain swimming costume
- boys plain swimming trunks



## KEEPING IN TOUCH

The majority of academy information is sent via text message and class dojo. In addition to this, our web site, Tapestry (Foundation Stage) will have event information, newsletters and photographs. School documents such as letters, home work and policies are available in a hard copy at the office as well as digitally. Payments are made via our parentmail app. There are times where you need to let us know about a change in family circumstance or an important event. In these cases please telephone or pop into the academy office. In the event of an emergency or to let us know about a change in collection arrangements please telephone the office.



## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Pupils often have different starting points, at Bishop's primary academy we work with families to scaffold and extend pupils in order to be successful. All pupils are given access to our wonderful curriculum. Additional resources may be required to ensure children thrive. Please let us know about any medical or learning needs your child has as soon as possible.

The school is well supported by the County Council and families benefit from the additional help and advice from a range of professionals. More information about the types of support we have at our academy is available on our website



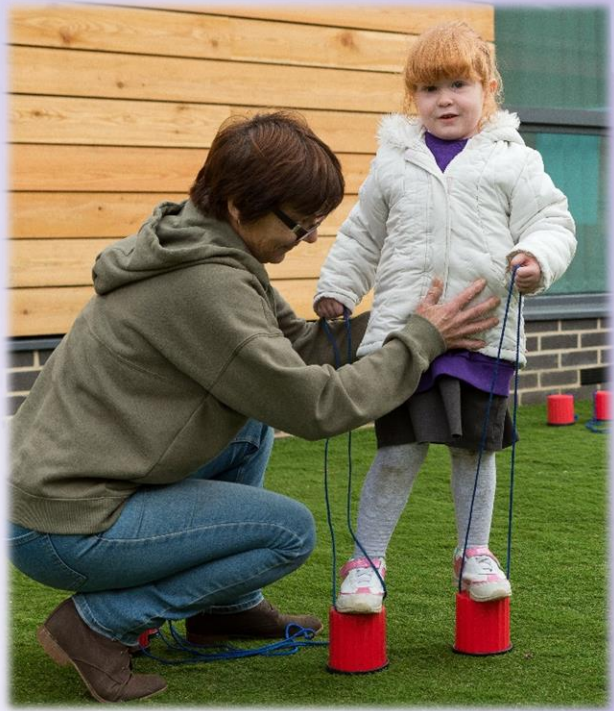
## PEOPLE WHO HELP US LEARN

### Teaching and Support Staff

In all classes a team of brilliant and experienced personnel work with children extending, supporting and enriching pupils' learning.

### Volunteers

Volunteers play a key role in academy life, enriching and extending the activities and support we are able to offer our pupils. If you can spare time to accompany a visit or simply hear a child read, then please let the office know. The necessary safeguarding checks do take time so we encourage you to undertake them right away.



# STAFFING

At Bishop's CE Primary Academy we are very lucky to have a very talented team of staff, benefiting from specialist teachers across the curriculum. Your child's learning is designed by people who are fully qualified and passionate about what they do.

**Headteacher- Mr Chris Read**  
**Deputy Headteacher- Mrs Kate McCartney**  
**Assistant Headteacher- Mrs Josephine Walker**  
**Assistant Headteacher- Mrs Joanne Slater**  
**Business Manager- Mr Henry Armes**

## TEACHERS

Nursery (Sapling)-Mrs Call  
Reception (Oak)- Mrs Perkins  
Reception (Ash)- Mrs Hill  
Year 1 (Holly)- Miss Warnes & Miss Frost  
Year 1 (Silverbirch)- Miss Nixon  
Year 2 (Maple)- Miss Sole  
Year 2 (Mulberry)- Miss Ryan  
Year 3 (Rowen)- Mr Taylor  
Year 3 (Beech)- Mr Phillips  
Year4 (Yew)- Mrs Massawe  
Year4 (Cedar)- Miss Boyle & Mrs Walker  
Year 5 (Hazel)- Mrs Batty  
Year 5 (Elder)- Mr Davis  
Year 6 (Pine)- Miss Rachael Laws  
Year 6 (Willow)- Mrs Glennon  
PE- Mrs Bonnie Porter  
Chestnut room- Miss Sirrell

## TEACHING SUPPORT

### Early years

Mrs Avis  
Mrs Rayner  
Mrs Richings  
Mr O'Connor  
Mrs Jull  
Mrs Easton

### Key stage one

Mrs Rogers  
Mrs Pask  
Mrs Welham  
Miss Kersey  
Miss Barrett  
Mrs Baily  
Mrs Holder  
Mrs Sole  
Miss Balugas

### Key stage two

Mrs Brand  
Miss Soan  
Miss Rayner  
Mrs Parkington  
Mrs Lord  
Mrs Fossitt  
Mrs Bogucka-Skowronek  
Mrs Mitchell  
Mrs Pepper  
Mrs Gilmour

### Chestnut Room

Mrs Catchpole/Mr Grunbaum/Mrs Balugas/Miss Raven

### Learning Support team

Mrs Jane Every /Mrs Sharon Thompson/Mrs Kirsty Green/Mrs Shirley Conroy (Learning catalyst)

### Administration

Mrs Cassandra Smith (Finance Officer)  
Mrs Hayley Knight (Attendance Officer)

### Premises Manager

Del Pask

## CORE VALUES

Bishop's is an inclusive learning community rooted in six Core Christian values. By living and modelling these values we ensure that our Community Code – SAFE, HAPPY, LEARNING is a daily reality for our children.



### Bishop's Church of England Primary Academy

Our Vision that all children will **Aspire, Be their Best and Contribute** is underpinned by our commitment to knowing all children as individuals and working hard to understand and meet their needs.

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By living and modelling these values we ensure that our Community Code – SAFE, HAPPY, LEARNING is a daily reality for our children.



## WHERE TO FIND US

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Twitter: [@bishop\\_primary](https://twitter.com/bishop_primary)

