



Welcome..

to

St. Bartholomew's  
Primary Academy



Hand in hand we learn, we grow, we soar



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**St. Bartholomew's**  
Primary Academy  
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we **learn,**  
we **grow,**  
we **soar**

St Bartholomew's  
Primary Academy  
Royal  
Wootton Bassett

ST. BART'S WAY  
HAND IN HAND WE LEARN, WE GROW, WE SOAR



# St Bartholomew's Primary Academy

*Hand in hand we learn, we grow, we soar*



The Rosary  
Royal Wootton Bassett  
SN4 8AZ

01793 853288

[enquiries@st-bartholomews.dsat.org.uk](mailto:enquiries@st-bartholomews.dsat.org.uk)

Head Teacher: Mr Dan Oakes

Dear Parents and guardians,

It gives me great pleasure to welcome you on behalf of the staff, children, parents and governors, to St. Bartholomew's Primary Academy, part of the Diocese of Salisbury Multi-Academy Trust (DSAT).

This marks the beginning of what we hope will be an incredibly exciting and successful partnership, which will enable your child to fulfil their true potential. We are deeply proud of our school aiming to provide the highest quality education for all in a caring, supportive, inclusive and vibrant learning environment.

The team at St. Bart's are committed to providing your child with a rich, varied and challenging education in order for them to truly 'soar'. You are very much an integral part in meeting this aspiration and we look forward to working alongside you as your child grows and develops during their time with us.

This induction pack contains some important information relating to the induction process for your child, prior to starting with us.

Please remember that our school website has a range of information relating to the school and we regularly share many of the exciting things that take place during the day on Twitter @stbartsRWB and Facebook @StBartholomewsRWB.

Finally, once again we are incredibly excited at the prospect of welcoming your family to our school community and we look forward to a long and successful partnership.

Warm regards

Mr Dan Oakes  
Headteacher

# ST. BART'S WAY

HAND IN HAND WE LEARN, WE GROW, WE SOAR

**B**e Honest

**A**im High

**R**espect our Environment

**T**reat Everyone Well

**S**how our Values



## Our School Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. Our vision statement is -

### ***Hand in hand we learn, we grow, we soar***

The word 'soar' not only has connotations of reaching heights you never imagined, but also celebrates each of our classes being named after well-known birds. The inspiration for this has its origins in Isaiah 40:31 - ***'but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'***

We have six core distinctly Christian values which drive our vision.

#### **Courage**

I rise to a challenge and am brave.

#### **Kindness**

I am friendly and caring in my words and actions.

#### **Perseverance**

I don't give up and I bounce back from my mistakes.

#### **Trust**

I am honest and helpful and make the right choices.

#### **Respect**

I treat others how I would like to be treated.

#### **Love**

I have love for myself, for others and for God.



# Meet the team



Mrs Gibbens  
Cygnets Class Teacher  
and Phase Leader



Mrs Griffin  
Cygnets Class Teacher



Mrs Stammers  
Owls Class Teacher



Mrs Simpkins  
Teaching Assistant



Mrs Gurr  
Teaching Assistant



Mrs Ward  
Teaching Assistant





2022-23 School Year

Dear Parent / Carer,

Everyone at St Bartholomew and All Saints' Church is thrilled to be welcoming you and your child to St Bartholomew's Primary Academy. We hope you have a wonderful time here.

As part of our welcome, and to celebrate our link with the school, we would like to present your child with a new Book Bag which they will receive in September. We hope they will enjoy carrying all their school things in the bag to and from school. We hope too they like the picture of the church on the school badge.

So today we say 'Welcome' - and look forward to sharing with you stories about God and God's love for us all in the years to come.

With best wishes to you and your family.



Jane D Curtis

The Revd Canon Jane Curtis (on behalf of all at St Bartholomew and All Saints' Church)

## **Children and Young People at St Bartholomew and All Saints' Church, Royal Wootton Bassett**



We are delighted to be closely linked with St Bartholomew's Primary Academy and send you our warmest greetings.

We always enjoy welcoming the school community to the church for educational visits and special services. Clergy regularly lead Collective Worship at school, and members of the church community serve as governors. We hold the school, its community and activities in our prayers. And we help where we can. But we would also like to let you know about what we offer at St. Bartholomew's Church especially for children and young families – so please see below.

With best wishes,

The Revd Canon Jane Curtis  
on behalf of all at St Bartholomew and All Saints' Church

### **Our ALL-AGE SERVICE on the first Sunday of the month at 10am**

An opportunity for every member of the family, whatever their age, to worship together.

### **Our CHURCH CHOIR**

We welcome singers of all ages and abilities to join our choir which leads the worship at our 10am Sunday Service and other special services during the year.

### **CHURCH CHILDREN (for primary school children) on every 2<sup>nd</sup> and 4<sup>th</sup> Sunday of the month at 10am**

This group meets in the Church Croft (next door to the church) after the first hymn, and then returns to church for Holy Communion. Sessions include Christian teaching, activities and games. Under 5s are also very welcome if accompanied by an adult.

Look out too for special events including the monthly **CARD AND BOARD GAMES AFTERNOONS** for all ages, every 2<sup>nd</sup> Sunday of the month, 2 – 4pm.

### **LITTLE STARS**

Little Stars is a group for tots and toddlers and their parents or carers. It takes place every Monday morning at the Church Hall (behind the church in Rope Yard) from 9.30am until 11am. The children have a lot of fun with play-time, craft activities, games and a sing-a-long. At break-time healthy snacks and drinks are provided. New members are always welcome.

Watch out too for our **SPECIAL CELEBRATIONS AND EVENTS** at special times of the year.



# A warm welcome to FoBs

## Who are we?

We are a friendly, welcoming group of parents who work together to raise funds that will enrich the school experience of every pupil. Being a member of FoBs is incredibly rewarding and the investment we are able to make in our school is truly worth the effort. So, we'd really like to introduce ourselves and tell you a bit more about what we do and who we are...

## Why does the school have a PTA?

Our PTA group is called Friends of St Bartholomew's (FoBs) and has been running for a number of years. The main function of FoBs is to support the school by raising as much money as we can to enhance and improve the learning experiences for the children. Purchases that have been made over the past few years (thanks to the support of the members of FoBs and all parents, carers and teaching staff) include: developing the outdoor learning area, money towards the library for purchasing new books and money towards the cost of new iPads.

## When do we meet?

We aim to hold FoBs meetings roughly once a term to discuss our plans and come up with new ideas for the future. We also meet on an ad hoc basis when required. Our Annual General Meeting (AGM) is usually held in the Spring Term and is when we elect our committee members. Please remember, you do not have to be an elected committee member to be a member of FoBs.

## How can you help?

FoBs relies on volunteers to be able to hold events across the school calendar. Without the support of volunteers and those who help from time to time, we would be very limited in our activities and fundraising. We are very grateful to all those who offer their help, whether by baking cakes, helping to run a stall, putting up gazebos or providing professional support such as graphic design, printing, catering, carpentry or electrics. We are always pleased to welcome more volunteers, so don't hesitate to get in touch if you have a little time to spare and would like to get involved.

### Chair

Hi, I'm Hayley. I am the current FoBs Chair. I have 2 children at St Barts, a son in year 6 and a daughter in year 3. I joined FoBs when my son started in reception and have been involved ever since. I accidentally ended up as chair about 18 months ago, but with a fantastic team we've managed to keep things going throughout the pandemic. We're trying out some new ideas and can't wait to safely bring back some of the things the children most look forward to like the school discos!

We have some great volunteers but we really are limited in what we can do by the amount of support we receive. We would love some more parents/carers to come forward and join us. I'm often around at drop off pick up and always happy to have a chat, or you can reach me at [stbartsfobs@gmail.com](mailto:stbartsfobs@gmail.com) or via our Facebook page.

### Vice Chair

Hi everyone, my name is Katie and I'm the Vice Chair of FoBs. My daughter is in Year 4 at the school and I have been a member of FoBs for nine years (my oldest child is now at RWBA). You also might spot me working in the school office! During my time as a member, I have seen first-hand how much the events and fundraising organised by FoBs enriches the school experience of every pupil. We are always keen to welcome any new members or volunteers – any time that you can spare will be greatly appreciated.

## Our core committee

### Joint Secretary

My name is Laura Patterson and I am currently the joint secretary for FoBs. I joined FoBs in 2017 as the treasurer and left in 2020 when my eldest son left for RWBA. Now my youngest has started at St. Barts, I have re-joined. I have really enjoyed my time volunteering for FoBs, the team is so friendly and it has been a great way to meet the other parents.

### Joint Secretary

Hi, my name is Sophie Dent and I have a son in reception. I work as a mental health nurse and have always enjoyed fundraising for good causes. I joined FoBs to see how I could lend a hand in raising money for the school and sharing ideas on events that the children look forward to.

### Treasurer

Hi, I'm Ania and I'm the FoBs treasurer. I'm responsible for handling the money raised at events, making payments, and arranging the counting of money after our events. I'm also a TA in Flamingos class and have two daughters at our school, one in year 5 and another in year 2.

### FoBs Members

My name is Sarah Fay. Myself, my Husband and 3 children moved to Royal Wootton Bassett 4 years ago. I have 2 children now at St Barts and one in year 7 at the academy. As a children's cancer nurse, juggling 3 children, work and helping with the PTA FoBs and various other things, is fun and challenging and at times hard work! But I wouldn't have it any other way! We all remember those school fetes, the easter competitions and school discos! Happy memories indeed. Without some volunteers and parents, or any carers the children could miss out on some amazing memories. St Barts is a great school, with lots of great opportunities for the children. I am proud to be in RWB and part of FoBs.

### FoBs Members

Hello, my name is Matt. Father of two young boys one in year two and the other due to start school in September. I attend and support FoBs with the hope of helping the school and contributing to the local community. I don't have a named role within FoBs but I serve as the "token" male within the group and help with the gender balance! I am happy to discuss the work of FoBs with anyone interested in supporting the team. Please feel free to stop me in the playground if you have any questions.

### Teacher link

I am Mrs Stammers, the Reception teacher in Owls class and a member of the St Barts FoBs. I support the team in planning events at the school for the children to enjoy and also helping plan for fundraising to support all of the children in the school.

We also have other members who join us for meetings, support us at events and provide admin support when needed – they were too shy to be featured!!



## Parents' Handbook for Reception Pupils

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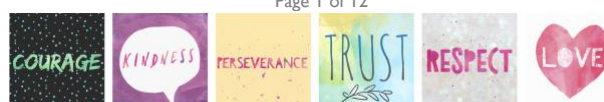
### 3. School Term and Holiday Dates

### 4. Information Leaflets

- St Bartholomew's and All Saints' Church
- Letter, Number and Shape Formation Sheets
- A Parent/Carer's Guide to School Attendance
- Safeguarding Children in your School
- Cool Milk Leaflet
- Free School Meal Leaflet
- Monkhouse School Uniform Supplier Leaflet

### 5. Forms for Completion and Return to the School Office

- Appointment Request Form (**Optional**)
- Pupil Details and Emergency Contacts Form (**please complete both sides**)
- Consent Form
- Pupil First Language Data Collection and Ethnic Background Data Collection & (**please complete both sides**)
- Disability Discrimination Form (**please complete both sides**)
- Communication Passport
- Home-School Agreement (**two copies, one to complete and return and one to keep at home**)



## Our Mission

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At St Bartholomew's, our mission is to provide the best education for each individual child within a Christian environment. We will do this by providing a firm spiritual foundation, based on Christian values, beliefs and principles, and by equipping all pupils with the skills and enthusiasm for learning which will serve them throughout their school lives and beyond.

We provide a safe and secure, caring and happy, welcoming, innovative and inspiring environment, with an enriched curriculum, where children will recognise and achieve their fullest potential, enabling them to grow as responsible citizens. Our aspiration is that children will leave our school with:

A set of spiritual and Christian values - honesty, integrity and responsibility.  
A variety of skills - linguistic, mathematical, scientific, artistic, physical and social.  
An enquiring and discriminating mind with a desire for knowledge and a life-long love of learning.  
Strong self-esteem and high personal expectations.  
Understanding and respect for others.

We value the partnership that exists between school, parents, church and community and the part that it plays in realising this vision.

Through our school mission, vision, ethos, agreed rules and principles, and through our curriculum and in all that we say and do, we promote positive, kind and caring relationships and value such skills as the ability to listen, communicate, recognise and respond to the needs and feelings of others, as well as trying to understand each other's behaviour, offering forgiveness and reconciliation when things go wrong.

We value diversity and encourage an understanding and respect for people of different faith and of no faith. We recognise, support and celebrate different cultures and lifestyles.

Our curriculum promotes 'British' values of 'democracy, rule of law, individual liberty, mutual respect and tolerance of those of different faiths' and provides opportunities for children to experience and reflect on the work, worth and worship of our school and its community.

We actively challenge children and adults whose views are 'extreme' and at odds with our Christian and British values.

<http://www.dsat.org.uk/promoting-british-values/>

We value hard work, perseverance, cooperation, honesty, courage, and through our words, actions and influence, offer our school community inspiring and enriching experiences which prepares them for the next stage of their lives and enables them to make a positive contribution to their school, the wider community and prepares them for life in modern Britain.





## Procedures and Useful Information

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### Arrival and Departure of Children

The following procedures have been written to ensure the safety of all pupils, staff and visitors in our school. Please comply with them and ensure that anyone who delivers or collects your child from school is aware of them.

#### Arriving at School at the Start of the Day

##### Arrival on Foot

- Children and parents approaching the school on foot via The Rosary or the High Street should use the large gate into the infant playground.

##### Arrival by Bicycle

- Children and parents approaching the school by bicycle should dismount outside the school gates.
- Only children in Year 6 who are taking part in or who have passed their Bikeability course should cycle to school without adult supervision.
- Year 6 children needing to leave their bikes at school may secure them in one of the bike racks.
- Children who cycle to school and are accompanied by an adult who is also cycling may also leave their bicycles at school. If this is not the case, all other bicycles and scooters should be taken home.
- Children cycling to school should wear cycle helmets.

##### Arrival by Car

- The speed limit on the school site is 5 mph.
- The school has a limited capacity for cars other than those of staff, therefore we respectfully request that you do not park in the school grounds.
- Should you drop off or pick up at any time during the school day, leaving your engine running in the school grounds is strictly prohibited.
- If parking in The Rosary, please park considerately and be aware of our neighbours, ensuring that driveways etc are not blocked nor your engine left running.
- Please note that the Manor House car park in Lime Kiln is a private car park.





## The School Day

- School starts at 8.55 am. This is the time when children are expected to be in school for morning registration.
- Children should arrive from 8.45 am and the following procedures apply for the different age groups:

**Reception:** At the start of the school year, parents of Reception children are encouraged to accompany their child(ren) into the classroom from 8.45 am and may stay with their child(ren), helping them to settle down to their early morning task. The class teachers will be in the classrooms from 8.45 am. Parents should leave at 8.55 am, or once their child is settled, whichever comes first. After October half term, parents/carers should accompany their child(ren) to the classroom door only where their teacher will be ready to receive them.

**Years 1, 2, 3, 4, 5 and 6:** From 8.45 am children are expected to make their way to their classroom where their teacher will be ready to receive them. Children are given an early morning task to do until 8.55 am.

- The normal school day ends for infants at 3.15 pm and for juniors at 3.20 pm. Please ensure that you are on time to collect your child(ren). If you are unavoidably delayed, e.g. in traffic, please telephone the school so that we can ensure your child(ren) is (are) kept safe until you arrive.
- Parents/carers of junior aged children should wait in the infant playground until 3.20 pm and then move onto the junior playground. Please do not enter the junior playground before this time as there may be PE or other outdoor activities taking place.

### Early Arrivals

The school will do all that it can to support parents/children arriving before 8.45 am but ultimately parents must take responsibility for their children until they are handed over to the teacher in the classroom. Any requests for early arrival (i.e. before 8.45 am) due to exceptional circumstances must be made in writing to the Headteacher.

### Late Arrivals

All external doors are locked after 8.55 am to ensure the safety of our children. If your child is late, i.e. arrives after 8.55 am then you should report to the School Office where a member of staff will let your child(ren) in, and you will be asked to complete a form giving the reason for late arrival. Parents are not permitted to accompany their child(ren) inside the building once the school day has started.

### Collection of Children

At the end of the school day, the school expects all pupils in the Reception/KS1 classes to be collected by a responsible adult known to the school; the adult should come right up to the classroom door where the Teacher/Teaching Assistant will hand over the child.

At the end of the school day, the school expects all pupils in the Year 3 & 4 classes to be collected by a responsible adult known to the school, the adult should wait on the junior playground.

If a Year 3 or Year 4 pupil leaves their classroom and is unable, for whatever reason, to find their adult they should return immediately to their classroom or report to the school office. On no account should a child leave with another parent unless the child's parent and the school know in advance.

### Early Departures

If you have to collect your child early, for example because of a medical appointment or because your child is ill, please report to the School Office where a member of staff will bring your child to you.

### Safety in the Playground

- Bikes, scooters, skate boards etc must not be ridden on the school playground at the beginning or end of the day.
- The school has a strict 'No Dogs on Site' rule; this includes tying them to the school railings.
- Children should not be allowed to play on the play equipment in the infant or junior playgrounds before or after school – this includes younger siblings, friends etc.
- Please do not leave pre-school children unattended in the school grounds.



## Attendance and Absence from School

### Attendance

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise the educational opportunities available to them. The importance of good attendance at school cannot be overemphasised and a child's chances of a successful future may be affected by not attending school regularly. The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** make it clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances, eg. (i) for service personnel and other employees who are prevented from taking leave of absence outside term time at any point in the academic year; (ii) the terminal illness or bereavement of a parent or sibling. The school is required by law to maintain a register of attendance of all pupils. Registration is taken at the start of morning and afternoon school. This information is made available to the Local Authority and the DfE (Department for Education).

The Local Authority, through the Wiltshire Education Welfare Service, will investigate cases of irregular attendance at school. Penalty Notices are issued for absence taken during term time where the leave of absence has not been authorised by the school or an absence has not been requested in advance and the pupil has had a minimum of 10 sessions (5 school days) lost to unauthorised leave of absence during the previous six months up to and including the day the Educational Welfare Service is notified. Penalty Notices will require the parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, which is £120.00 if paid within 28 days, or £60.00 if paid within 21 days.

### Attendance Certificates

Pupils who achieve 100% attendance for the whole school year will be awarded a certificate and celebrated in an end of year assembly.

### Absence from School

In addition to our legal responsibilities, when a child does not arrive for school we are always anxious for the safety and well being of that child. Parents must therefore inform the school of the reasons for **all** absences. Any unexplained absence has to be registered as an unauthorised absence (see section on 'Attendance' above, and the enclosed leaflet 'A Parent/Carer's Guide to School Attendance').

### Procedures for Reporting Absence:

- If you know in advance that your child will not be at school (e.g. because they have a medical appointment), please let us know beforehand, by completing a Leave of Absence Form, available from the school office, or via a telephone call to the school office.
- If your child is unexpectedly prevented from attending school (e.g. through illness), please let us know by telephone **as soon as possible** on the first day of his/her absence and any subsequent days.
- Children will be marked down as 'Late' on the register if they arrive after 8.55 am but before 9.15 am and as an unauthorised absence for the whole morning session if they arrive after 9.15 am (and advance notification has not been made). Any child arriving late should enter school via the main entrance as classroom doors are locked after 8.55 am.

## Child Protection

The health, safety and well-being of all our children is of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

Mr Oakes is the 'Designated Safeguarding Lead'. The Deputy 'Designated Safeguarding Leads' are Mrs Bristow, Mrs Holt-Jackson and Mrs Diston. If you have any concerns about the safety or well being of any children in the school, or you are worried that a child may be being abused, please speak to any one of the above named safeguarding leads.

## Medication in School

Parents are asked to ensure that pupils who are unwell are not sent to school to avoid spreading infections or viruses. The school has a number of trained First Aiders and should a child be taken ill at school, parents will be contacted using the emergency telephone numbers supplied. Should your child receive a bump to the head at any time in school, he/she will be given a 'bumped head' sticker and a letter to take home. If the child feels unwell as a result the parents will be contacted immediately. We keep a register of all asthma sufferers and will administer inhalers etc. necessary to treat this condition. *All other medicines should be administered by parents.* We are happy for parents to come into school to do this. Please inform us of any medical condition your child has of which we should be aware, so that we can ensure that staff are trained appropriately to support your child. If your child requires medication during school hours on a long term basis, a Health Care Plan will be established in conjunction with the School Nurse. Please do not send children to school with any other medication, creams, lip balms etc in their bags.

## Communication

We try very hard to keep parents regularly informed about what's going on at the school, via the school newsletter and letters about trips, visits, non-uniform days etc. Most of this information is communicated via our Management Information System, Arbor, by email, and occasionally by text message for more urgent messages. Some letters will continue to be sent via your child if, for example, there is a reply slip to complete and return.

Please do ensure any changes to your contact details are updated with the school office.

## Money and Valuables

In the interests of safety e.g. for PE, parents are asked not to send children to school with jewellery other than a watch. If your child has pierced ears, then stud earrings **only** may be worn. Any money sent in for a specific purpose should be in a named and sealed envelope or purse. Pupils are not permitted to bring mobile phones into school unless walking to and from school alone in Years 5 and 6. Parental permission is required.

## Payments

In an attempt to remove all cash and cheques from school we now ask parents/carers to submit payments for items such as school meals using our e-payment method (see section below on School Meals). This can be done online using a very secure website called ParentPay, or alternatively in cash at local stores where you see the PayPoint logo.

You will receive login details when your child starts school.

## Helping in School





We welcome parents into the school to help in the classroom or to watch events such as sports' days but we do ask you to comply with the following security procedures:

- In line with safeguarding guidance, parent helpers may require a DBS Disclosure. Please contact the School Office for advice if you are interested in volunteering in school.
- In order to allow our youngest children to settle into their new classes, parents of Reception age children may not help in their child's class until after the Christmas holidays.
- All parents and visitors should sign in and out at the School Office where you will be issued with an identity badge.
- Parents are permitted to take photographs and videos during school events but we do ask that you sign a form on arrival stating who you are and your relationship to the child.
- Parents are asked to sign to say they will not use any photographs taken on school premises and other events such as assemblies, church services, school trips, music concerts, sports days, sponsor days etc. on the internet, e.g. social networking sites such as Facebook and Twitter.

## E-safety

In line with the New National Curriculum, E-Safety sessions are taught a minimum of once per term within St Bartholomew's Primary Academy. Encouraging children to think safe before they click; online, on mobiles and within apps. Please see our school website page: <http://www.st-bartholomews.dsat.org.uk/e-safety/> for more information.

Along with the school safeguarding and e-safety policies, the school works in partnership with Oakford Technology to ensure systems are in place to protect pupils and that these are reviewed and renewed regularly. We encourage all parents and carers to consider using 'parental controls' and safe filtering at home.

Hector's world is a fantastic add-on for children beginning to use the internet more independently:  
<http://hectorsworld.netsafe.org.nz/teachers/hectors-world-safety-button/>

If you are interested in finding out more ways to keep your children safe online then follow the links below:

<http://www.childnet.com/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<https://www.thinkuknow.co.uk/parents/>



## Pupil Behaviour

At St Bartholomew's we want to make sure that children are happy and can develop personally, socially, spiritually and academically. We are particularly concerned with promoting good behaviour so that teaching and learning can be maximised, school life is enjoyed by all and everyone is supported and valued.

In some cases it may be necessary to involve outside agencies such as the 'Behaviour Support Team' and devise an 'Individual Behaviour Programme' which will help the child to learn appropriate behaviour in school. (This will always be done in conjunction with parents.) In very rare and extreme cases, it may be necessary to exclude a pupil, for example if there has been a serious physical attack on another person.

In order to create and maintain a safe, secure and happy environment for all children, it is essential that bullying is identified as early as possible and dealt with firmly. Children are encouraged to speak to an adult if they, or someone else, experiences bullying. Opportunities for such disclosures may be found, for example, in 'Circle Time' (class discussion time). Once identified, the bullying can then be dealt with appropriately. We have a Behaviour Policy and a Treat Everyone Well Policy, both of which are reviewed regularly by Governors.

Should you have any worries or concerns regarding your child, please see your child's teacher in the first instance, as he or she best knows your child and the classroom environment.

At St Bartholomew's we believe a balance needs to be maintained to help pupils to appreciate that there are boundaries which are there to promote a happy, safe and pleasant working and learning environment and which will enable them to become positive, responsible and increasingly independent members of the school community. We also recognise the need for forgiveness (both to forgive and to receive forgiveness) and reconciliation.

We are a caring community, whose values are built on mutual trust, understanding and respect, and Christian beliefs and principles underpin our lives. Every human being, child or adult, is unique and created by a loving Father.

## Behaviour towards Staff

Nobody should have to endure violence or aggression as a normal part of their work.

Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in our school.

When we speak of violence and aggression we often think only of physical violence but we must also include non-physical violence and aggressions such as foul language, intimidation, posturing, insults and bullying including cyber bullying.

The school has a strict policy on Violence and Aggression towards Staff in school; staff are encouraged to report any such incidents to the Headteacher who will investigate all reported incidents and apply appropriate measures.





## School Uniform

Items of school uniform are available from many High Street stores. Clothing with the St Bartholomew's Primary Academy logo (i.e. sweatshirt, cardigan, polo shirt, PE t-shirt) is available from Monkhouse Schoolwear, Unit 1B, Plaza 21, Sanford Street, Swindon, SN1 1HE (Tel 01793 520843).

**Please order online, or alternatively book an appointment via the website to visit the store: [www.monkhouse.com](http://www.monkhouse.com)**

Orders placed online before 2<sup>nd</sup> July 2021 may be delivered free of charge to school for collection, so avoiding delivery costs.

- Navy blue or black tailored trousers / shorts (not grey)
- Navy blue or black skirt / pinafore (not grey)
- 'Dark Royal Blue' school sweatshirt / cardigan
- White polo shirt
- Royal blue / white gingham dress for the summer term
- Sunhats are recommended for the summer term (protecting your child from the harmful effects of the sun is a priority here. Sun cream is to be administered by parents before school, if required)
- Sensible, dark coloured shoes – not trainers or long boots (ankle boots acceptable)

## PE Clothing

For indoor and summer outdoor activities the children should wear:

- Plain navy blue or black shorts.
- Plain t-shirts (available with logo as above) in child's School House colour (Centaur - Red, Dragon - Green, Unicorn - Yellow or Hippogriff - Blue) or plain white.

For outdoor games during autumn or spring, all pupils require the items listed above plus:

- Plain navy blue or black training bottoms.
- Plain, warm, navy blue or black sweatshirts or tracksuit tops.
- Suitable flat soled, lace up (or Velcro) trainers

For safety reasons, earrings should not be worn during PE lessons and long hair should be tied back.

***All items of clothing must be clearly named so that in the event of them being mislaid they can be returned to the child.***

Any unnamed lost property items will be placed on the lost property rail in school. Children may check this rail themselves or parents may ask at the office if they wish to look through the unnamed items. Cloakrooms should be cleared at the end of each term and personal belongings should not be left in school during the holiday periods.



## Food and Drink

### School Meals

In line with the Government initiative, all infant children (Reception, Year 1 and Year 2) are entitled to order a **free** school meal. If preferred, children may bring a packed lunch from home.

We have our own kitchen on site where meals are freshly prepared and cooked to order by caterers Edwards and Ward. There are three daily menu choices including a vegetarian option which must be pre-ordered against the current menu; children may choose their dessert on the day.

Before you begin to order meals, you will need to register your child/children via the ParentPay website [www.parentpay.com](http://www.parentpay.com), even if your child is entitled to free meals. You will receive login details as your child starts school. Meals must be ordered in advance online by midnight on Wednesdays before the full week in which the meals are to be served. For information, the current price for a school meal is £2.30. Please see the link on our website under the 'Parents' tab for more information.

All children (including infants) whose parents receive the following support payments should register with Wiltshire Council as they or the school may be eligible for other fee remissions or Pupil Premium Funding:

- Income Support
- Job Seekers' Allowance (income-based)
- Employment & Support Allowance (income-related)
- Support under part six of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit providing you are not entitled to Working Tax Credit and your family's annual income (as assessed by HMRC), is not more than £16,190
- Working Tax Credit 'run-on' – the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)

Application forms are available from the school office or you may apply on line at: [www.wiltshire.gov.uk/freeschoolmeals](http://www.wiltshire.gov.uk/freeschoolmeals). Entitlement is confirmed by the Local Authority.

Packed lunches brought in from home should not include any nut related products eg peanut butter, glass containers or fizzy drinks. Please remember to include a spoon if your child brings in yoghurt. Hot liquids are not allowed for safety reasons. **Please note that products containing nuts are not permitted in school.**

### School Fruit and Vegetable Scheme

The School Fruit and Vegetable Scheme is part of the 5 A DAY national government programme to increase fruit and vegetable consumption. All four to six year old children in Local Authority maintained infant, primary and special schools are entitled to a **free** piece of fruit or vegetable each school day. They may be given an apple, pear, banana, satsuma, carrot or other fruit or vegetable. The fruit and vegetables will be fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary, and although there is no obligation for your child to take part, it is a great way to teach children the benefits of healthy eating.

Junior aged children may bring in a **healthy snack** to eat at morning break – no chocolate, nut products or crisps please.



## School Milk

Milk forms an important part of a growing child's daily diet and all children under five years of age are entitled to receive a **free** carton of milk each morning. Those children over five also have the opportunity to continue to receive milk at a subsidised price. The administration of the scheme in school is handled by an external company called 'Cool Milk Ltd' (please see the enclosed Cool Milk leaflet).

To participate in the scheme children must be registered, even those under five years of age. **Please register online** at [www.coolmilk.com](http://www.coolmilk.com) – the details are provided in the enclosed leaflet. As your child approaches his/her fifth birthday, there will be the opportunity for your child to continue to receive milk at a subsidised rate. Children in receipt of benefits-based free school meals will continue to be eligible for free milk until they reach the end of primary school. Please contact the school office at least two weeks before your child turns 5 if you would like this is arranged for you.

## Drinking Water

Parents are requested to send children to school every day with water in a **named** transparent drinking bottle. The bottles will be kept in the classroom for children to access and may be topped up with fresh drinking water in school.

## Food Allergies and Intolerances

It is important that you advise us via the 'Pupil Details and Emergency Contacts' Form if your child has any food or drink allergies or intolerances. This is essential for **all** pupils, not only those who will be purchasing school meals or packed lunches, since cookery lessons form part of the Design and Technology Curriculum, and in addition, pupils may be involved in handling or tasting food in lessons.

***Please view our school website for more information, including links for ordering meals, newsletters:***

***[www.st-bartholomews.dsat.org.uk](http://www.st-bartholomews.dsat.org.uk)***





## First Day at School

### What to Bring...

On the first day at school your child will need the following named items:

- School uniform including a cardigan or jumper
- Coat
- Sun hat
- Named water bottle
- Asthma Inhaler (if required)
- Any outstanding forms / information requested by the school
- Please provide a packed lunch for your child once they begin to stay for lunch. As explained on page 10, you will receive a ParentPay login soon after your child starts school to enable school meals to be ordered; however due to the meal ordering cycle, it may be a week or so before your child can receive meals.

After the first few days your child's teacher will ask you to provide all of the above plus:

- PE Kit (see page 9 above).
- Reading Book Bag (presented in September by the PCC of St Bartholomew's Church).



# SCHOOL TERM AND HOLIDAY DATES 2022-23



St Bartholomew's  
Primary Academy

September 2022						October 2022						November 2022						
M		5	12	19	26	M		3	10	17	24	31	M		7	14	21	28
Tu		6	13	20	27	Tu		4	11	18	25	Tu	1	8	15	22	29	
W		7	14	21	28	W		5	12	19	26	W	2	9	16	23	30	
Th	1	8	15	22	29	Th		6	13	20	27	Th	3	10	17	24		
F	2	9	16	23	30	F		7	14	21	28	F	4	11	18	25		
Sa	3	10	17	24		Sa	1	8	15	22	29	Sa	5	12	19	26		
Su	4	11	18	25		Su	2	9	16	23	30	Su	6	13	20	27		

December 2022						January 2023						February 2023						
M		5	12	19	26	M		2	9	16	23	30	M		6	13	20	27
Tu		6	13	20	27	Tu		3	10	17	24	31	Tu		7	14	21	28
W		7	14	21	28	W		4	11	18	25	W	1	8	15	22		
Th	1	8	15	22	29	Th		5	12	19	26	Th	2	9	16	23		
F	2	9	16	23	30	F		6	13	20	27	F	3	10	17	24		
Sa	3	10	17	24	31	Sa		7	14	21	28	Sa	4	11	18	25		
Su	4	11	18	25		Su	1	8	15	22	29	Su	5	12	19	26		

March 2023						April 2023						May 2023						
M		6	13	20	27	M		3	10	17	24	M		1	8	15	22	29
Tu		7	14	21	28	Tu		4	11	18	25	Tu		2	9	16	23	30
W	1	8	15	22	29	W		5	12	19	26	W		3	10	17	24	31
Th	2	9	16	23	30	Th		6	13	20	27	Th		4	11	18	25	
F	3	10	17	24	31	F		7	14	21	28	F		5	12	19	26	
Sa	4	11	18	25		Sa	1	8	15	22	29	Sa		6	13	20	27	
Su	5	12	19	26		Su	2	9	16	23	30	Su		7	14	21	28	

June 2023						July 2023						August 2023						
M		5	12	19	26	M		3	10	17	24	31	M		7	14	21	28
Tu		6	13	20	27	Tu		4	11	18	25	Tu	1	8	15	22	29	
W		7	14	21	28	W		5	12	19	26	W	2	9	16	23	30	
Th	1	8	15	22	29	Th		6	13	20	27	Th	3	10	17	24	31	
F	2	9	16	23	30	F		7	14	21	28	F	4	11	18	25		
Sa	3	10	17	24		Sa	1	8	15	22	29	Sa	5	12	19	26		
Su	4	11	18	25		Su	2	9	16	23	30	Su	6	13	20	27		

## Key

	Term Time
	School Holiday
	Bank Holiday
	TD Day

## Bank / Public Holidays

Boxing Day	26 Dec 2022
Christmas Day	27 Dec 2022
New Years Day	2 Jan 2023
Good Friday	7 Apr 2023
Easter Monday	10 Apr 2023
Early May Bank Holiday	1 May 2023
Coronation Bank Holiday	8 May 2023
Spring Bank Holiday	29 May 2023
Summer Bank Holiday	28 Aug 2023

## TD Days

23 Sep 2022
31 Oct 2022
14 Nov 2022
10 Feb 2023
3 Jul 2023



# FREE and subsidised school milk

Register your child today!

## Is your child entitled to FREE milk?



Every child under the age of five is entitled to FREE school milk.



Register your child online for FREE school milk today.



Every child over the age of five is entitled to milk at a subsidised price of around £18 per term.



Register online now and you can pay straight away!

Register your child for school milk today.

Sign them up in a few clicks...



Go online and quickly register your child for school milk at [www.coolmilk.com](http://www.coolmilk.com)



Need help? Contact our Customer Service team on 0800 321 3248 or via email at [registrations@coolmilk.com](mailto:registrations@coolmilk.com)

*Cool Milk*  
[www.coolmilk.com](http://www.coolmilk.com)

The UK government continues to support school milk. Milk for under-5s is fully funded by DHSC via the Nursery Milk Scheme. Milk for over-5s is subsidised by Defra via the School Milk Scheme.

Company registration no. 3603430 England

*Cool Milk*  
[www.coolmilk.com](http://www.coolmilk.com)

Your official uniform supplier



**We've made it easier  
than ever to shop with  
confidence this year...**

**Visit our website to get all the  
information you need for Back to School:**

[www.monkhouse.com](http://www.monkhouse.com)

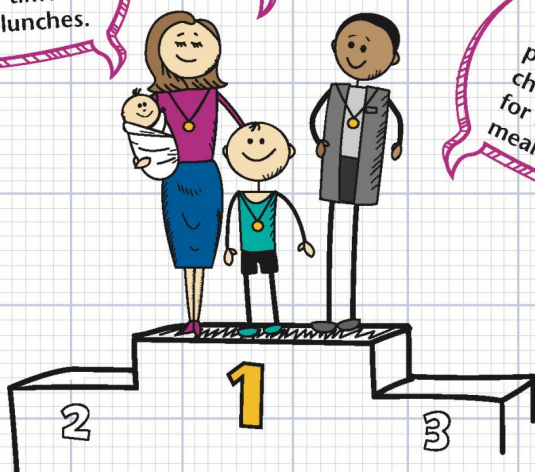
**Don't leave it late - shop early!**

# Claim your free school meal...

I saved more than £350 and hours of time on making lunches.

I get a tasty meal every day that's good for me - and it's free!

Our school gets hundreds of extra pounds to help your child if you register for free school meals.



...and everyone's a winner!

Check to see if you are eligible and register today using our confidential online application form at:

[www.wiltshire.gov.uk/freeschoolmeals](http://www.wiltshire.gov.uk/freeschoolmeals)

For further information call 01225 713780 or speak to your child's school today.

This document has been reproduced for Wiltshire Council with kind permission of the Children's Food Trust. [www.childrensfoodtrust.org.uk](http://www.childrensfoodtrust.org.uk)

**Wiltshire Council**  
Where everybody matters

## For more information...

- Look at your school's child protection policy
- Look at your school's staff Code of Conduct and policy for managing allegations against members of staff
- Inter-Agency Safeguarding Procedures & Guidance, accessed through the following websites:  
<http://www.swcpp.org.uk>  
<https://www.dorsetlscb.co.uk>  
<http://www.wiltshirelscb.org>
- Look at the Government guidance "What To Do If You're Worried A Child Is Being Abused" (2015) on the Gov.UK website
- Children and young people can contact Childline for free 24-hour telephone support on 0800 1111 or at [www.childline.org.uk](http://www.childline.org.uk)
- Concerns about pupils becoming radicalised or being drawn into extremism will be reported to the DSL who will take prompt advice from the Police. In Dorset this can be by e-mailing the Safeguarding referral Unit: [sru@dorset.pnn.police.uk](mailto:sru@dorset.pnn.police.uk). In Wiltshire this can be done by e-mailing: [channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk)

*If you have a concern about a child, please tell somebody who can help:*

### **Dorset Children's Services Social Care**

Bridport: 01308 422234  
Christchurch: 01202 474106  
Dorchester: 01305 221450  
Ferndown: 01202 877445  
North Dorset: 01258 472652  
Purbeck: 01929 553456  
Weymouth & Portland 01305 760139

Out of Hours: 01202 657279

### **Safeguarding and Standards Team**

Email: [sasteam@dorsetcc.qcsx.gov.uk](mailto:sasteam@dorsetcc.qcsx.gov.uk)

Wiltshire  
Wiltshire Multi-Agency Safeguarding Hub (MASH): 0300 4560108  
Emergency Duty Service: 0845 6070 888 (5.30pm – 9.00am)

### **Police**

Emergency: 999  
Non-Emergency: 101

This leaflet is based on a document produced by the Dorset Safeguarding Children Board

If you would like this information in an alternative format, please contact DSAT on tel: 01722 746948 or email: [office@dsat.org.uk](mailto:office@dsat.org.uk).

To access this and more information online, please visit our website at: [www.dsat.org.uk](http://www.dsat.org.uk)



Diocese of Salisbury

Academy Trust

*'Beyond expectations for all of God's children'*

## Child protection and your school



**Information for parents and young people**

*"Safeguarding is everybody's business"*

*Children and young people have a fundamental right to be protected from harm.*

*Families have a right to expect schools to provide a safe and secure environment.*

All schools have a legal duty to work with other agencies, for example Social Care and the Police, to safeguard children's welfare.

This leaflet will explain to you what that means in practice. It also tells you where you can get more information or help.

Your school has a senior member of staff who is responsible for child protection matters affecting pupils at the school (the 'Designated Safeguarding Lead').



It also has procedures which explain how your school deals with child protection concerns, plus other safeguarding policies including how to manage allegations against staff and also a staff code of conduct.

You can ask for copies of these documents from the school office.



### *Schools must follow:*

- the law and guidance from the Department for Education
- the Pan-Dorset Inter-Agency Safeguarding Procedures
- their own safeguarding policies

If the school is worried about whether a pupil is suffering harm, they must refer this on to a social worker.

The school will normally let the pupil's parent(s) or carer(s) know when they refer but they should not contact parents if they think, or are not sure, that this could put a child or any other person at increased risk of harm. They will usually take advice from social workers about when to speak to parents.

When a school refers a child protection concern to a social worker, they must share all relevant information about the pupil.

The Data Protection Act allows schools to share personal information with other agencies when there are child protection concerns about a child or young person.

### *What happens if a social worker is involved?*

The social work manager, usually in consultation with other agencies, will decide what should happen next.

They may decide that no further action is needed by them but suggest that the school or other agencies do an assessment using the Common Assessment Framework or provide services to support the child.

They may decide that the referral needs looking into further. What action is taken will depend on the circumstances.

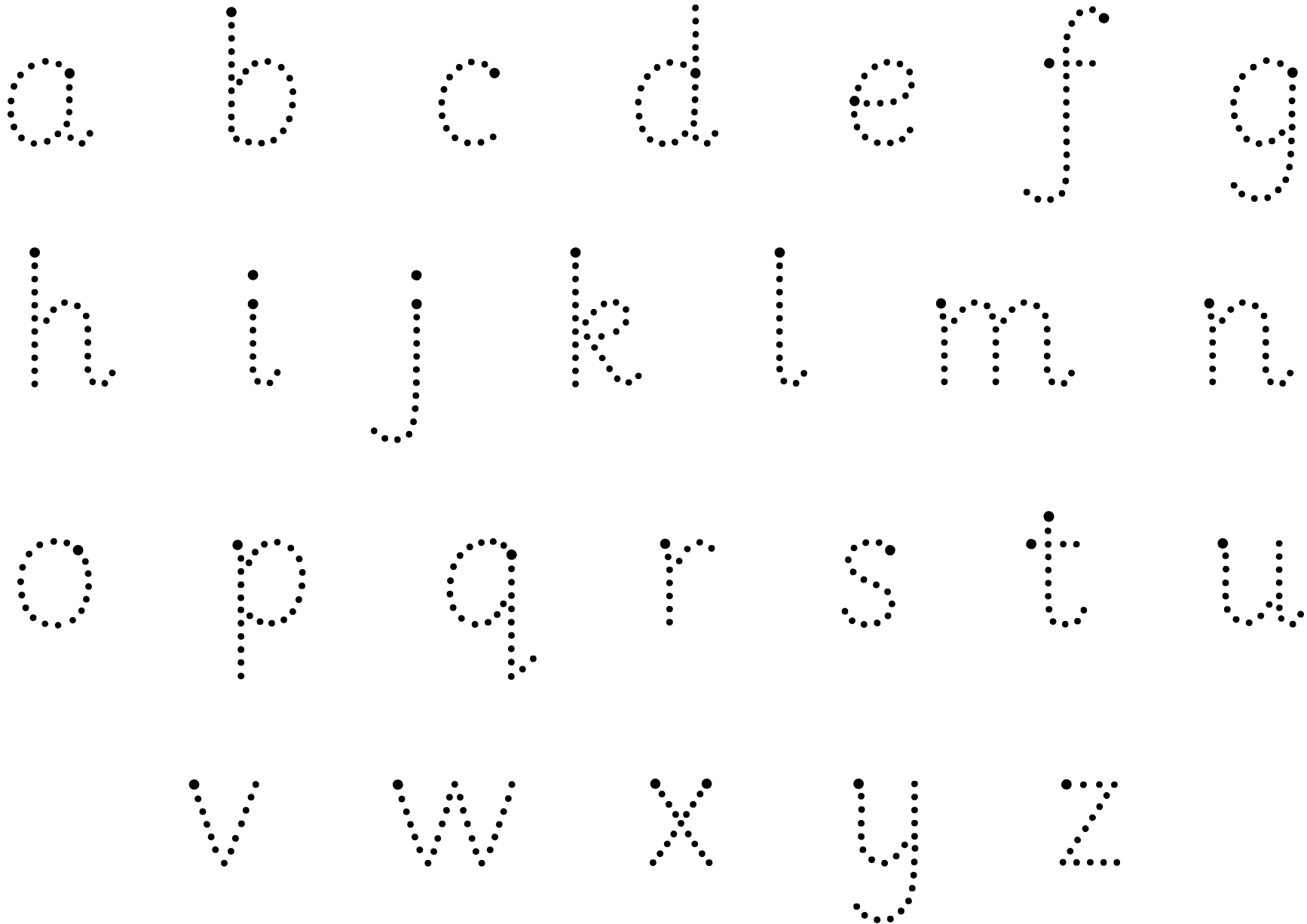
One of the following may be appropriate:

- An assessment.
- Child protection enquiries. These include assessing the risks to the child, based upon research, information shared and talking to those concerned.

If there is an allegation about harm to a child by a member of school staff a discussion will take place between the school (usually the Headteacher) and the local authority to decide what should happen next. In some cases this might mean action by social workers and/or the police.

If you do not think the school has properly responded to an allegation about harm to a child by a member of staff you can complain to governors or refer to Social Care or Safeguarding Standards Team.

# Letter Formation



# Letter Formation – Capital Letters

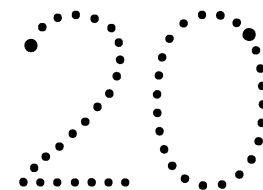
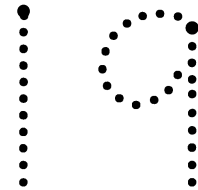
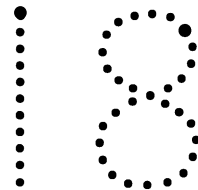
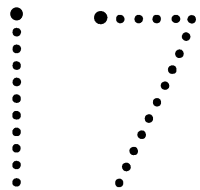
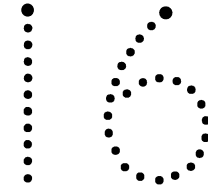
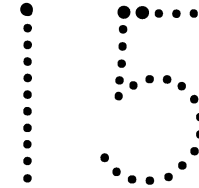
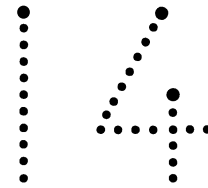
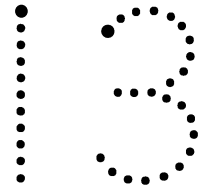
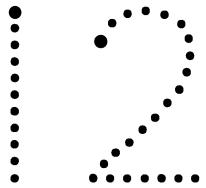
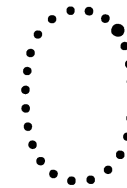
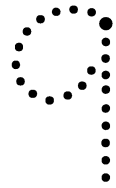
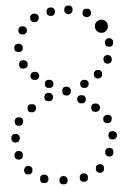
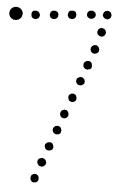
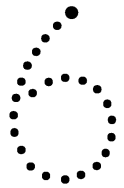
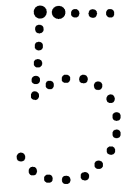
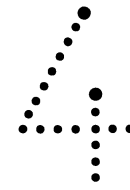
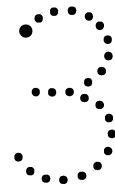
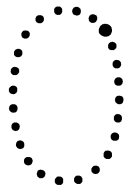
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H I J K L M N

O P Q R S T U

V W X Y Z

# Number Formation 0-20



# Shape Formation

