

# Buttsbury Primary School



## BUTTSBURY PRIMARY SCHOOL

AN ACADEMY SCHOOL

‘Maximum Effort for Maximum Achievement’

Infant Site

Perry Street

Billericay

Essex

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Telephone: (01277) 622821

Email:

[admininf@buttsburyprimary.essex.sch.uk](mailto:admininf@buttsburyprimary.essex.sch.uk)

Junior Site

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## Headteacher's Welcome

Welcome to Buttsbury Primary School. On behalf of all the staff, I take great pleasure in welcoming you to our school.

At the heart of our school is our commitment to offering our pupils the best learning experiences and pastoral care possible. This information pack is intended to provide you with useful information regarding Buttsbury Primary School, and provide you and your child with an explanation of what you can expect to experience during your time with us. Our school is a friendly, exciting place to learn and in which to develop the foundations of important life skills. We value everyone as an individual and take pride in getting to know your child and yourselves. We believe that the first years in school are the most important in your child's education and should certainly be exciting. Our dedicated team are committed to providing the very best education possible and we love being part of the journey.

We are a large primary school, split across two sites, nestled in Billericay, with beautiful grounds for your children to explore. We provide an environment which ensures a wide range of opportunities for the academic and personal development of every child; one which stimulates and motivates children to achieve. Our curriculum is exciting extending beyond the classroom to trips, visitors to the school, themed days and weeks.

We value a supportive and co-operative partnership between home and school, for the benefit of all of the children in our care. When your child joins Buttsbury Primary School they join a happy, supportive community.

Childhood is precious. At Buttsbury Primary School, it is our privilege to welcome your child and yourselves to our school. We look forward to meeting you.

Mrs Ann Robinson  
Headteacher



## **School Organisation**

The day-to-day organisation of the school is delegated to the Headteacher. The following section gives a summary of information for prospective parents. Copies of current school policies for key areas of school organisation can be found on the school website, including: admissions, attendance, special educational needs, positive behaviour management and charging.

Buttsbury Primary School is a large primary, split over two sites. The Infant site, located on Perry Street, comprises of 12 classes for EYFS and Key Stage 1, and the Junior site, on Norsey View Drive, holds 16 classes for Key Stage 2 pupils. Children are arranged in mixed ability classes according to their age.

Each site has its own reception and office staff, as well a number of specialist rooms such as a Computer Suite, Meeting Room and Library. The grounds on each premises include large playgrounds and extensive playing fields.



## **Induction**

Once parents have received a letter from the Local Authority indicating which school their child has been offered a place at, we send out a letter about induction arrangements. Parents fill in a slip to confirm that they will take up the school place offered and need to give written proof of residence. The school then sends out more detailed information about induction visits and meetings for parents. Whilst the child is under the compulsory school age parents can request that the date their child is admitted to school is deferred until later in the school year. In this event the child will be admitted to school at the beginning of the January term, full time. Under the school's admission policy parents may request that their child attends part-time until the child reaches compulsory school age. Under this option a part time place would be mornings only.

## **Parental Partnership**

In order for there to be effective teaching and learning there must be a strong partnership between the school, parents and carers and children. The people involved in the partnership should be jointly responsible for understanding the aims of the school, as well as for respecting the ethos that the school promotes. The partnership is between the staff,

the children and parents, the governors, the local education authority and the local community. Central to this is the child's formal education as set out in a variety of documents including:

- School policies
- National Curriculum
- Early Years Foundation Stage Curriculum
- Religious Education guidance.

Arrangements are made to report to parents on their child's progress and attainment in October, February and July. In addition, parents may be invited to attend assemblies, curriculum evenings and open class afternoons when the work of the school is explained.



### **School Uniform and Appearance Code**

The Trust Board requires children to wear the following suitable clothing for general school activities. Trustees firmly believe that suitable school clothing encourages community identity and commitment to the shared educational aims of the school. In a similar way appearance should support the school's ethos of working together in a safe environment that enables every learner to make optimum educational progress.

#### **GIRLS**

Infants – Sky blue polo shirt – logo preferred  
Juniors – Sky blue shirt & optional tie  
Grey pinafore, skirt or tailored trousers  
Burgundy cardigan/V- neck jumper – logo preferred  
Summer dresses to be blue gingham  
(Playsuits are not permitted)  
Black shoes or sandals in summer  
White or grey socks  
Grey or burgundy tights

#### **BOYS**

Infants – Sky blue polo shirt – logo preferred  
Juniors – Sky blue shirt & optional tie  
Grey trousers/shorts  
Burgundy V- neck jumper – logo preferred  
Black school shoes  
Grey socks

## **PE\***

Infant – Sky blue T-shirt – logo preferred

Junior – Navy/Sky/White sports top – logo preferred

Black shorts

Black plimsolls

Tracksuit:

Infant – Burgundy jogging suit and PE sweatshirt to match

Junior – Full Zip Training Jacket & Training Trousers

PE Bag:

Infant – PE Gym bag – Burgundy, with logo

Junior – Kit Bag: Navy with logo

Blue socks – Juniors only

Trainers for outdoor PE – Juniors only

\* Please note that cycling shorts/leggings/under armour should not be worn.



## **Swimming – Years 4 and 5:**

Girls – one piece costume and swim hat

Boys – trunks (not baggy shorts) and swim hat

Jumpers, cardigans, polo shirts for infants, PE tops and tracksuits can be purchased from our online uniform supplier (MAPAC) -

<https://www.mapac.com/education/parents/uniform/buttsburyprimarycm12>

All other uniform items can be purchased from high street stores but are also stocked by MAPAC. Second-hand uniform is available from the Parents and Friends Association – contact Maggi on 07801 896254.

### **Pupil Premium Grant Entitlement**

All infant children are entitled to receive a daily free school hot meal. Any parents in receipt of benefits, should inform the school about the benefits they receive. This is important as the school receives additional funding for every child in this group. This additional “Pupil Premium” funding enables the school to provide considerable benefits to registered children, including additional teaching support to work on individual learning targets. It is therefore important that you register if you are eligible for benefits.



### **Attendance**

For children to gain the greatest benefit from the education offered, maximum attendance is necessary.

#### **What does the law say?**

- Parents (carers) are responsible for ensuring their children receive a suitable education
- This includes parents making sure their children attend school on time, suitably dressed and in a fit state to learn.

#### **What you should do if your child is absent?**

Parents are asked to notify the school before 9.10 am on each day of absence, via the Studybugs App. If for some reason the school is not notified then a member of the Administration Team will contact you before 10am. This is to ensure that all children are safely accounted for.

### **Leave of Absence**

Schools can only agree to absence if they believe there are exceptional circumstances which warrant it which should be clearly demonstrated in a letter accompanying the leave of absence request form, and supported with evidence. Please refer to the school's Attendance Policy for further details.

### **Unauthorised Absence**

The School is responsible for authorising absence and has a duty to check attendance regularly. Unauthorised absence for which the School does not give approval will be followed up by the School and may be referred to the Attendance Compliance Team. All absences are reported annually in the child's annual report.

### **Late Arrivals**

If your child is late for school please take them to the School Office so that lunch arrangements can be confirmed. Please note that the gates are locked at 8.45am. Lateness for sessions will be reported annually in the child's annual report.



### **Special Educational Needs and Disabilities (SEND)**

Each child is unique and therefore special. We recognise that some children may need additional support or extension in their learning. Further details of support for children with SEND can be found in our SEND and Inclusion Policies, which are available on the school's website.

### **Safeguarding**

The safety and welfare of our children is a first priority in school and we hope that parents and carers will support us in our work to keep all of our children safe. It is the legal duty of the Designated Safeguarding Lead, Mrs A. Robinson, to inform social services if she feels that a child is being neglected, abused or harmed in any way. Where appropriate she will discuss this directly with parents. Staff and students receive annual safeguarding training to ensure that everyone has up to date information about safeguarding issues and procedures.

If you have any questions or concerns about child protection matters, please contact Mrs A. Robinson directly.

### **Photography**

Parents have the right to request that their child is removed from all school activities that are photographed. Our admissions forms clearly request parental permission for the use of photography for curriculum purposes, linked to the new General Data Protection Regulations. Parents need to read the forms carefully and only sign if they agree to their child being photographed in the different formats described. For safeguarding reasons, we do not permit videoing or photography in any school performances, special time assemblies or other school events unless by a member of school staff for internal school display purposes.



### **Data Protection**

Buttsbury Primary School is fully compliant with the General Data Protection Regulations and has clear policies in place that focus on key risks. Regular checks are undertaken to ensure that control measures have been implemented and remain appropriate and effective. Relevant policies are available on the school website.

## Communication

### **Parentmail**

All parents who have permitted their details to be registered with Parentmail will receive information electronically where possible. Newsletters, containing important information for parents, are sent out monthly. Other information letters, for example those regarding educational visits or parent consultation meetings, are sent out in order to give parents adequate notice of a particular event. We remind parents to look in your child's book bag each day as important letters are regularly sent home via the book bags. Please ensure that you update your Parentmail account with changes to your personal or work email addresses so that you continue to receive important information from us.

### **Parentpay**

All parents will be provided with a unique log on in order to pay for school trips and make donations or voluntary contributions throughout the year.



## Curriculum

### **RE**

The Essex Agreed Syllabus provides a broad and balanced coverage of the six major world religious views (Christianity, Judaism, Islam, Sikhism, Hinduism and Buddhism) and one non-religious worldview (Humanism). An emphasis is placed on Christianity. A daily Act of Collective Worship provides a special focus for celebration and reflection on a range of social, moral, spiritual and cultural experiences.

*Parents have the right to withdraw their child from collective worship.*

### **Relationship and Sex Education**

The school follows the DfE statutory Relationships and Sex Education policy. The Trustees have a policy for teaching Relationship and Sex Education and they have endorsed a curriculum based on human development, family care, social interaction, puberty and reproduction. A synopsis of the programme which is taught can be obtained from the School Office. The policy has recently been reviewed.

*Parents may withdraw their child from relationship and sex education lessons.*