



# PARENT HANDBOOK

## 2021–22



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

# Welcome

Thank you for taking the time to look at this Parent Information Book which has useful information about Broadwater Church of England Primary School and answers some of the questions you may have. The primary years of education are crucial to a child's development. At Broadwater we believe firmly in developing each individual child in partnership with the parents and hope you will find this Information Book useful in developing this partnership. Please contact the school office on 01903 235389 or speak to your child's teacher, if you have any concerns about your child's happiness or progress.

**During the time that we are subject to following strict Government guidelines due to COVID-19, there will be adjustments to much of the information in this document. These changes will be temporary and parents/carers will be kept informed throughout this period.**

## School Aim



TURN YOUR EAR TO  
WISDOM AND APPLY YOUR  
HEART TO UNDERSTANDING.

“Broadwater is a Christian School.  
We will enable children to become  
wise confident successful learners  
with the motivation, skills and responsibility  
to make a positive difference in God's world.  
Our vision is underpinned by the values we live by.”

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Special note: in all correspondence from school the term **parent** is used to denote a parent/guardian/carer.

# Dates and Times

School Year 2021 – 2022		Half Term
<b>Autumn</b>	Thu 2nd Sep – Fri 17th Dec	25th – 29th Oct
<b>Spring</b>	Tue 4th Jan – Fri 8th Apr	21st – 25th Feb
<b>Summer</b>	Mon 25th Apr – Fri 22nd Jul	30th May – 3rd Jun
INSET Days – 2nd and 3rd September; 4th January, 20th and 21st July		

School Year 2022 – 2023		Half Term
<b>Autumn</b>	Thu 1st Sep – Fri 16th Dec	24th – 28th Oct
<b>Spring</b>	Tue 3rd Jan – Fri 31st Mar	13th – 17th Feb
<b>Summer</b>	Mon 17th Apr – Fri 21st Jul	29th May – 2nd Jun

School Day	
Junior School (Years 3 to 6) start time	8:35 – 8:45
Infant School (EY, Years 1 & 2) start time	8:40 – 8:55
Lunch time (staggered across 2 hours)	11.45pm to 1.45pm
School ends	
Early Years, Year 3, Year 5 and Year 6	3.15pm
Year 1, Year 2 and Year 4	3.05pm

The children can enter school as soon as they arrive at school. Running around games and ball games must not be played at the beginning and end of the day. Parent support in enforcing this rule is requested.

## School Diary Dates

The school diary can be viewed on the school website. There will, of course, be other events and possible changes as the year progresses, so please check school newsletters. We will always inform you as quickly as possible of any changes.

## Office Hours

The school office is staffed from 8.30am to 3.30pm. Outside these hours there is an answerphone. There is always first aid cover in school. During weeks when clubs are running, the office is staffed until 4.15 pm.

# School Uniform

- Long-sleeved round-neck sweatshirt in **turquoise** with logo embroidered in royal blue and white
- Short-sleeved polo shirt in **white** with logo embroidered in royal blue and sapphire blue
- Black trousers or black skirt of modest length (knee length)
- White or black tights or socks (ankle or below the knee)
- Sensible low-heeled black shoes (no trainers)

## *Summer Option:*

- As above or black shorts
- Sensible black sandals (except Reception who require shoes)
- Gingham pinafore dress of modest length in **sky blue**
- All in one dresses or play-suits are not permitted.

## Uniform Suppliers

School uniform can be purchased from Broadwater Sports or HP Embroidery.

### **Broadwater Sports:**

37 Broadwater Street West, Worthing, BN14 9BY

or order online:

<https://broadwatersports.co.uk/schoolwear/broadwater-c-of-e-school/>

### **HP Embroidery:**

Order online:

[www.hpembroidery.co.uk](http://www.hpembroidery.co.uk)

### **Second-hand Uniform:**

Pre-loved school uniform can sometimes be ordered via:

[Fabuniformonline@gmail.com](mailto:Fabuniformonline@gmail.com)

## P.E. Kit

- Short-sleeved round-neck cooltech t-shirt in **sapphire blue** with logo embroidered in royal blue and white
- Sports shorts in **royal blue** with logo embroidered in sapphire blue and white
- Black gym shoes or trainers (velcro fastening for younger children)
- Plain white sports socks
- For colder weather, tracksuit in **royal blue** with logo embroidered in sapphire blue and white. A plain black tracksuit is also acceptable.

Coat required regardless of weather

**Jewellery:** only plain silver/gold ear studs may be worn; a small, discreet, inexpensive item of jewellery of religious significance may be permissible as long as it does not pose a health and safety risk to the children when at play and the child must be able to remove jewellery for PE (or not wear on PE days).

**Note on ear piercings:** If parents wish to have their child's ears pierced, they are strongly encouraged to do this at the beginning of the Summer holidays. This will ensure that they are healed and earrings can be removed for PE. Use of tape to cover earrings is a poor and temporary alternative. In this instance, parents must provide the surgical tape as part of the PE kit.

**Hair:** long hair must be tied back at all times. Hair bands and bows must be discrete.

# Home School Agreement

Broadwater is a Christian School. We will enable children to become wise confident successful learners with the motivation, skills and responsibility to make a positive difference in God's world.

## The School – we will:

- Provide a safe and caring Christian environment.
- Encourage children to do their best at all times.
- Encourage children to respect other people and be kind and considerate.
- Encourage children to take care of their surroundings.
- Provide a balanced curriculum and aim to meet the individual needs of each child.
- Inform parents about the curriculum each term.
- Discuss with parents their child's progress on a regular basis.
- Encourage the child to continue learning at home and provide relevant supporting activities.
- Foster good relationships between home and school and within the school community.

## The Family – we will:

- Respect our school values and our caring ethos.
- Ensure our child arrives at school properly equipped and on time.
- Ensure our child attends regularly, notifying the school on the first day of any absence, and provide a written explanation when our child returns to school.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour including comments made on social media.
- Support the school's behaviour policies and guidelines.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.

- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Try to attend parent's evenings and discussions concerning our child's progress.
- Encourage our child to continue learning at home, especially by supporting activities brought home from school.
- Ensure our child has a healthy lunch, fruit or veg snack and a water bottle.

## The Child – I will:

- Follow the instructions of staff and leaders.
- Respect others and respond in the best way understanding that bullying is never acceptable.
- Be responsible, helpful and ask before borrowing.
- Play carefully and kindly in the right way and include everyone.  
(No play fighting or hurting others.)
- Opt in to every lesson with every teacher.

Together we aim to enable children to become confident and successful learners with the motivation, skills and responsibility to make a positive difference in God's world.

## Lost Property

All items of lost property are taken to the Office. They are checked for a name. Named articles are returned to their owners. Unnamed articles are kept in the Lost Property Storage Unit in the main entrance. Every two weeks all unclaimed articles are put in the playground for parents to check through.

**Unclaimed articles are disposed of.** If your child has lost an item, please check with the Office.

## School Dinners

Under the Government Universal Free School Meals programme, all children in Early Years, Years 1 and 2 are entitled to a free school meal. We assume that children in these year groups will take up this offer unless otherwise notified. West Sussex County Council also provide a hot school meal for all children in other years entitled to free school meals. Parents who are on benefits should speak, in confidence, with Mrs Stubbs (School Receptionist) for further details. Hot school meals are available to all other children on a paid basis – parents should see [westsussex.mealselector.co.uk](http://westsussex.mealselector.co.uk) for further details if they are interested. All other children will need to be provided with a packed lunch. Please note: Due to some children within school suffering from nut allergies, please can you **not put nuts of any sort (eg peanut butter or chocolate spreads)** in your child's lunch box.

## Milk

Milk is available to all children. For Children under 5 it is free. To register for your child to receive milk please use [www.CoolMilk.com](http://www.CoolMilk.com) or phone 0800 321 3248. Milk is no longer ordered through the school.

## Homework

Homework is set regularly. The Homework Policy can be viewed on our website. Children in Early Years and Year 1 will be set homework and they have a homework book. Homework for children in Years 2 to 6 will be set on Google Classroom. They are also given a contact book for communication and a homework book for some activities.

Please support your child/ren by checking that their homework is done. If your child has difficulty with homework, or you are concerned about it in any way, please see your child's class teacher. Children who do not complete homework may be required to miss part of a break time to finish the work.

## Clubs

The school has many clubs covering sports, music and many hobbies. Some clubs offered may incur an additional charge. A list is issued each term and parents need to sign up online using the Parents Evening system. Places are allocated on a first come, first served basis. Where possible we will keep a waiting list. If it is wet and your child attends an outside club, please assume this is cancelled – if in doubt, please ring after 2pm and a message will be on the phone system.

## Musical Instrument Lessons

The school offers musical instrument lessons through the West Sussex Music Service. The age children can start instrument lessons is at the discretion of the music teacher and there are some instruments where the recommended start age may be higher than others. The school recommends that instrument lessons start no earlier than in Year 1. Please visit the West Sussex Music website [www.westsussexmusic.co.uk](http://www.westsussexmusic.co.uk) for further information. There may be a charge for instrument lessons.

## Governors' Charging Policy

It is the school's policy to request, from time to time, voluntary contributions from parents for school activities, which may only run if there is sufficient voluntary funding. We do, however, aim to ensure that no pupil is debarred from an activity solely by the inability of the parents to pay. Cases of hardship should be referred to the Headteacher. The charging for Residential Visits is slightly different. (The full policy is available from the school office.)

# Attendance

## Absences

If your child is away from school for any reason, you should telephone to let us know **on the first day of absence**. If we do not hear from you by 10.30am, we will contact you. When your child returns, please send a letter confirming your child's absence. We are required by law to keep a record and to follow up absences when there is inadequate/no reason. If attendance is a problem, we are required to inform the Educational Welfare Officer, who is available to help you if you are having difficulty getting your child to come to school. Please speak to the Headteacher to discuss the help available.

Please note that, in accordance with NHS guidelines, we have a 48 hour sickness absence policy with regard to children being physically sick or with diarrhoea. Your child should not return to school until 48 hours have elapsed from the time of the last symptom.

## Term-Time Holiday

Amendments to The Education (Pupil Registration) (England) Regulations 2006 make it clear that Head Teachers may not grant any leave of absence during term time, unless there are **exceptional circumstances**. For further details please follow the following link: <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

The school will not authorise holiday absence during school term time and remind you that you should plan holidays on non-school days only. You should be aware that absence from school may result in a fixed penalty notice and a fine. If you have any concerns or questions about taking holidays or extended absences, then please speak to a member of our leadership team.

## Medical Appointments

If possible, please try to arrange these out of school hours. If your child has a medical appointment during school hours please let us know who will collect them and at what time. Please come to reception to collect your child. We do not allow children to leave the school unaccompanied during lesson time. Children should report to Reception on their return to school.

## Lateness

If your child is going to be late for school and you know in advance, please let your child's class teacher know either by a note, or by telephoning the school office. If your child is going to be late for unforeseen circumstances, please try to telephone and let us know. If your child is often late to school, we may contact you to find out whether we can solve the problem together. In extreme cases the Local Authority may become involved. When children arrive, if the register has been completed they (or you) **must** sign in on the electronic entry system.

## Absence Requests

You should complete one **absence form** (downloadable or obtainable from the school office) for each child. Please try to give as much notice as you can.

If you are away for more than six weeks, we are required to take your child off the school roll. You can apply for them to be re-admitted when you return, but we cannot guarantee a place.

## Moving House

Please let the school know of all changes of **address, telephone number or name** as soon as possible. Please ensure you also let us know immediately if you change your 'emergency contact' number. If your child is having to change schools, please let us know as soon as possible and complete a **withdrawal form** (obtainable from the school office). We need to know the new school so that we can send your child's school records.

## Medicines

Prescribed medicines can **only** be administered with the appropriate forms completed. Please speak with the School Receptionist for further information. Doctors will prescribe most short term medicines in 3 doses per day so that children can be given this outside school hours. Children who use inhalers are advised to have one with them in class and a reserve in the medical room (both clearly named).

## No Smoking Policy

The school operates a strict No Smoking Policy throughout the site. This includes vaping. We are very grateful that you comply with this policy.

## No Dogs on Site

Dogs are not permitted on the school site.

## Safeguarding

The school treats the protection of children very seriously. All staff are made aware each year of what to do if they suspect that a child is at risk. The designated member of staff for child protection is Mrs Natasha Simpson. Our Inclusion Manager (Mrs Mitchell) and Pastoral Lead (Mrs Robertson) have also undergone full safeguarding training.

## If you have a concern or complaint

The school has an agreed formal policy for dealing with concerns, this is in line with the recommendations of the Local Authority.

There are now 3 stages to dealing with a complaint:

<b>Stage One</b>	Discuss concerns informally with relevant teacher
<b>Stage Two</b>	Discuss concerns formally with the Headteacher or senior
<b>Stage Three</b>	Make a formal complaint in writing to the Chair of Governors or a nominated governor who will then convene a Complaints Panel.

The School's Complaints Co-ordinator is Mrs Natasha Simpson. She is responsible for the operation and management of the school complaints procedure and will be able to provide further information on request.

Most important to us, is that the concern is discussed, and therefore the above chart is for guidance. We are all here to help you, and especially your children. If you feel there is any way we can help to make school a happier and more fulfilling place for your children, please do let us know. The Headteacher is always happy to see parents and discuss any concerns.

## Staff Meetings

Teaching staff are happy to make themselves available to meet with you to discuss a concern. Please note that staff training meetings take place every Tuesday from 3.30pm, it is therefore very difficult for teachers to meet with you after school on Tuesdays. Staff also run clubs and some of these are after school – if this is the case, again they will not be able to meet you that evening. Please contact the office to arrange a meeting with a teacher.

## Valuables

We strongly encourage children not to bring anything into school that is valuable. If mobile phones are brought into school they must be switched off and **never** used on the school premises. Children are responsible for their own phones/valuables and the school cannot be held liable for theft, loss or damage to them. We recommend that if your child must have one, you purchase the cheapest and simplest model you can find. Mobiles will be removed if they are used in school and parents will be asked to collect them.

## Helping in School

We value and appreciate any help we are given to support the work of the school. There are four main ways you can help in school. The parent/teacher association is called Friends @ Broadwater (FAB) and they require help for their many events. Help can always be used in learning activities, or with practical tasks eg library. Finally with our ever growing number of clubs, we could always do with extra help for these. If you are able to spare a few hours (either regularly or occasionally) please contact Louise Cook (club coordinator). She will be very happy to tell you more and discuss the possibilities with you.

## Telephoning Home

Your child is only allowed to telephone home for forgotten school items and to inform a parent that collection arrangements at the end of the day have changed. This can be done at break times and lunch time, not during lesson time.

## School Governors

Anna Corless	Associate Governor
Mrs Liz Crockett	Foundation Governor ( <i>Chair of Governors</i> )
Miss Jenny Crutchfield	Local Authority Governor
Rev Gaz Daly	Foundation Governor ( <i>Ex-officio</i> )
Mrs Liz Farrow	Foundation Governor
Mrs Mary Harding	Foundation Governor
Mr Daniel Hay	Foundation Governor
Mr Nick Laycock	Parent Governor
Mrs Rebecca Martin	Foundation Governor
Mr Tristan O'Carroll	Parent Governor
Mrs Donna Pulling	Staff Governor
Mr Richard Squires	Foundation Governor
Mr John Taylor	Foundation Governor ( <i>Vice-Chair of Governors</i> )
Mrs Kate Turner	Associate Governor
<b>Clerk to the Governors:</b> Mrs Barbara Taylor	

Members of the Governing Body may be contacted through the school office.

## Communication

The school regularly issues an e-newsletter. Please ask the office if you have not already signed up to receive this. Most other letters come out on Tuesdays and Thursdays unless there is urgent information. Should you need to speak to a member of the senior management team please arrange an appointment by contacting the school office.

## Teaching Staff

<b>Headteacher</b>	Mrs Natasha Simpson
<b>Deputy Headteacher</b>	Mrs Anna Corless
<b>Inclusion Manager</b>	Mrs Tracy Mitchell
<b>Reception</b>	Mrs Scott, Miss Goodsell
<b>Year 1</b>	Mrs Emerson, Mrs Lawson, Mrs Lock
<b>Year 2</b>	Miss Butler, Mrs Owens
<b>Year 3</b>	Miss Marshman, Mrs Vyse, Miss Comber
<b>Year 4</b>	Mr Bellenie, Mrs Trelfa
<b>Year 5</b>	Mr Bone, Mrs Miller, Mrs Lehmann
<b>Year 6</b>	Mrs Pulling, Mrs Carr, Miss Hoskins, Mrs Eccles

## Office Staff

Mrs Carrigan	Business Manager
Mrs Stubbs	Receptionist/Welfare Officer
Mrs Hargreaves	Secretary/Admissions Officer
Mrs Cook	Extra Curricular Activities Coordinator/Leadership PA
Ms Bradshaw	Finance Assistant
Mrs Jefferson	Administrative Assistant

# Useful Names, Addresses and Phone Numbers

## **Broadwater Church of England Primary School**

Rectory Gardens, Worthing, West Sussex, BN14 7TQ  
Tel: 01903 235389 • Email: [office@broadwaterce.org](mailto:office@broadwaterce.org)

## **Broadwater Wrap Around Care**

For all booking and payment enquiries please contact  
[broadwater@childcarebookingsforschools.co.uk](mailto:broadwater@childcarebookingsforschools.co.uk)

## **Chair of Governors**

Mrs Liz Crockett  
c/o Broadwater Church of England Primary School,  
Rectory Gardens, Worthing, BN14 7TQ

## **Clerk to Governors**

Mrs Barbara Taylor  
c/o Broadwater Church of England Primary School,  
Rectory Gardens, Worthing, BN14 7TQ

## **Diocese of Chichester**

Diocesan Church House, 211 New Church Road, Hove, BN3 4ED  
Tel: 01273 421021

## **West Sussex County Council**

General Enquiries: 01243 777100

## **West Sussex Children's Information Service**

Free, up-to-date, impartial information: 01243 777807



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