



# School Prospectus

## Information for parents and carers

### School details

Bigland Green Primary School  
Bigland Street, Shadwell, London E1 2ND

Telephone: 020 7702 7088

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[www.biglandgreen.towerhamlets.sch.uk](http://www.biglandgreen.towerhamlets.sch.uk)

(Please note that the school office is open to parents and carers between 8:30 am and 4:00 PM - Monday to Friday. The office is closed between 9:00 and 9:20 AM on Tuesday, Wednesday and Thursday for 'Reading to Learn' project. Messages can be left on the answer phone outside these hours which will be checked on the next working day).

Headteacher: Abdul-Hayee Murshad

Chair of governors: Barbara Patilla

Office manager: Nazma Chowdhury

Finance officer: Amina Ali

Premises manager: John Anderson

Transport:

Nearest tube stations:

Whitechapel (10 minutes walk), Shadwell (2 minutes walk), Tower Hill (10-15 minutes walk)

DLR: Shadwell (2 minutes walk)

Bus: D100 (1 minutes walk)

Mainline Trains: London Bridge (20 minutes walk across the River Thames/Tower Bridge)

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# Welcome to Bigland Green

Parents and children often have many questions when a child first starts or joins a new school. This booklet aims to answer many of those questions and provide a sketch of what school life is like at Bigland Green.

If you would like to know more about any aspect of school life or wish to visit the school, please make an appointment to see the headteacher or one of our four assistant headteachers.

Everyone in the school will be working hard to ensure that your child gets the very best education. Your support and cooperation will be crucial to your child's success at school.

We hope you and your child enjoy being part of Bigland Green – welcome to 'curiosity and perseverance, a pathway to excellence'.

## The school

Bigland Green Primary School is situated in the Shadwell Ward of the London Borough of Tower Hamlets. It is a two-form entry school which can cater for up to 480 pupils aged 3 to 11 years. The vast majority of the pupils are from the local community.

The current school building opened in 1990 with two large play areas for the pupils and an environmental garden. In 2012 the garden was used to build the Mulberry and Bigland Green Centre. In 2015 the school built PAL Space (parent/adult learning space) with four additional large group rooms and an additional multi-purpose hall. The school premises provide a modern working environment that is conducive to teaching and learning.

The school works in strong partnership with a number of local businesses and has links with educational institutions within the UK and beyond.

## School's mission

Bigland Green Primary School aims to provide teaching and learning that helps children to become:

- confident individuals
- successful learners, and
- responsible citizens

The school believes that it is curiosity and perseverance that are the pathways to excellence.

## The management of the school

Bigland Green is a community school which is managed by a governing body (GB) which has the collective responsibility for the strategic direction of the school. The headteacher is responsible for the day-to-day management of the school and implementing the policies and procedures adopted by the GB.

The GB at Bigland Green comprises of the following:

- 2 Parent governors elected by the parents of the children on the school's roll
- 1 Governor nominated by the local authority (LA)
- 1 Headteacher
- 1 Staff member representing the staff working in the school
- 5 Governors co-opted to ensure a balance and representation of the school community

## Admission to the Nursery

Admission to the school's Nursery is managed centrally by the local authority. The admissions policy is the same for all Tower Hamlets community schools. Bigland Green has the capacity to admit up to 60 full-time equivalent children to the Nursery. Please check this link for the admissions criteria for the Nursery

[http://www.towerhamlets.gov.uk/lgnl/education\\_and\\_learning/schools/school\\_admissions/nursery\\_school\\_admissions.aspx](http://www.towerhamlets.gov.uk/lgnl/education_and_learning/schools/school_admissions/nursery_school_admissions.aspx)

Most nursery aged children start school after their third birthday. Children starting school who do not have a sibling attending the school is usually visited at home before admission.

A place in the nursery does not guarantee a place in the Reception class.

## Admission to Reception or other Years

The school can admit 60 pupils to Reception each year. School admissions are managed centrally by the local authority. The admissions policy is the same for all Tower Hamlets community schools. Please check this link for the admissions criteria

[http://www.towerhamlets.gov.uk/lgnl/education\\_and\\_learning/schools/school\\_admissions/primary\\_school\\_admissions.aspx](http://www.towerhamlets.gov.uk/lgnl/education_and_learning/schools/school_admissions/primary_school_admissions.aspx)

If you have any questions about school admissions, please contact Tower Hamlets Pupils Services on 020 7364 5000.

### **Documentation for admission to Bigland Green**

Parents/carers will need to provide original copies of the following:

1. Proof of child's identity – e.g. birth certificate, valid passport etc.
2. Proof of residency – e.g. council tax bills, tenancy agreement (please note that utility bills cannot be used for proof of residency)

Pupils admitted to the school will need to complete a starter pack, adhere to a code of conduct, and sign a home-school partnership agreement Parents are also expected to adhere to the school's policy on attendance and punctuality, and educational visits/trips.

# Bigland Green's philosophy

Children learn best when the learning is underpinned by curiosity and perseverance. The school provides a learning environment which is inspiring, exciting, friendly and fun! The school offers its staff and pupils the opportunity to be creative, original and adventurous in their approach to learning and teaching.

Bigland Green values and prioritises social and personal achievements alongside academic attainment and success. The school instils in its pupils the value of cooperation, problem solving and leadership skills, and the ability to cope with success, challenges and difficulties. The school wants all its pupils to be equipped with the basic skills that are essential for the world outside the school and beyond.

## School curriculum

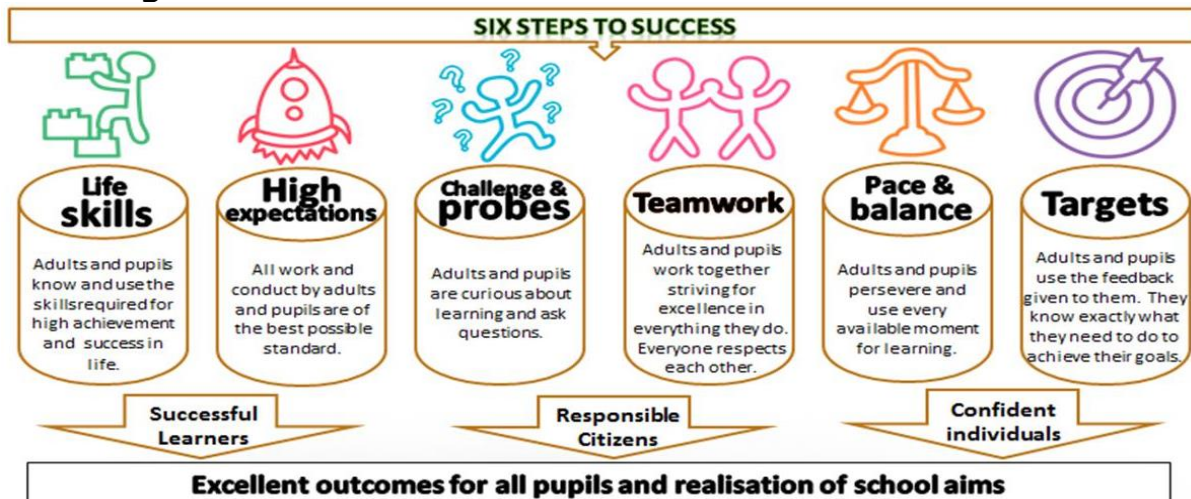
Bigland Green curriculum is organised so that pupils enjoy their learning; develop their enquiring minds, their personal qualities by which they can become good citizens of the world, and develop a sense of their own nationality and culture. Most of all, pupils are taught to build skills they will need in order to confidently face the world of tomorrow.

The Bigland Green curriculum is underpinned by the school's Learning Mission, Big Thinking, and Big Values. The school's Learning Mission is a blueprint of steps that will lead to successful learning. Big Thinking is an approach to ensure pupils think 'outside the box' using strategies of philosophy of children. The Big Values incorporates the fundamental British values with an emphasis to ensure that they permeate through the curriculum.

Bigland Green curriculum incorporates the subject of the national curriculum. The school curriculum is enriched with visits and trips, that are an integral part of the curriculum in which all pupils are expected to take part. Field studies and residential trips are organised for older pupils as part of the school curriculum.

The school has established a tradition of involving visiting artists and local businesses to enhance and enrich the curriculum.

## Learning Mission



## Personalised learning

At Bigland Green, teachers plan carefully so that your child works at a level that will meet their needs and inspire them to achieve high standards. Teachers will spend individual time with your child, helping them to reflect on their work and improve it.

Teachers use a range of grouping methods appropriate to a particular task. Your child will work on their own or in groups. Sometimes groups of children of differing abilities may co-operate over work. Teachers may bring children together who are at the same level when that is necessary.

## SEN and other needs

Special educational needs (SEN) are when a child has significant difficulty with the acquisition of learning. As a result a pupil may have an Individual Educational Plan (IEP) which will be issued after close monitoring of their learning, consultation with parents and discussions with teaching staff.

Once a pupil receives an IEP it is reviewed termly. IEP's are stopped once sustainable progress has been made to meet targets and the pupil's needs are being met without the use of extra resources. If the needs continue then the school will seek a statutory assessment with the aim of obtaining an education health care (EHC) plan for the pupil.

Children who are identified as 'more able pupils' (MAP) are supported with group IEPs that are reviewed termly involving their parents. The school supports SEN and other needs with a wide range of extra-curricular and enrichment activities.

## Religious education

Bigland Green caters for children from different ethnic and religious background. The school educates children about 'world religions' following the Tower Hamlets Agreed Syllabus for religious education (RE). It expects all pupils to learn about, and learn from different faiths.

The school has collective worship which focuses on issues that affect everyone in the school community. Parents may discuss withdrawing their children from collective worship with the Headteacher. A teaching assistant may supervise children who are granted a withdrawal during collective worship.

## Gender and Relationship Education (GRE)

The main aim of GRE at Bigland Green is to make sure that children have essential knowledge and understanding to ensure their well-being. Most of the content taught is through the teaching of science and other curricular subjects/areas.

The school's GRE policy is carefully balanced to make sure that while meeting the statutory requirements, sensitivity is not compromised towards the religious and cultural dimensions present in the school community.

## School hours

School times are 9:00 AM to 3:30 PM - Monday to Friday

However, pupils in Years 5 and 6 start at 8:00 AM on Tuesday to Friday for 'Bright Minds' which is an additional support session for all pupils. Pupils who join the school without a good grasp of the English language are also expected to attend 'Life Skills' sessions that take place 8:00 to 8:45 AM Tuesday to Friday (This is for Years 1 to 6).

Parents are very welcome in the school playground from 8.45 AM with their children using the main entrance to the school. Pupils should never be left unsupervised in the playground.

### Lunchtime

Early Years	11.45	-	1.00 PM
Years 1&2	12.00	-	1.00 PM
Years 3&6	12.30	-	1.30 PM

## Attendance and punctuality

Attendance and punctuality is crucial to children's learning and achievement at school. Unless your child is really ill or has a medical appointment that cannot be made after school, they must be in school. Pupils must not miss school for trivial reasons, for example, going shopping, not feeling well or attending routine medical or other appointments.

The school gates are opened from 8:45 AM.

Registers for Years 1-6 are taken at 9.00 Am sharp. Pupils who arrive after that time will be marked as late. Parents who arrive late with their child will need to report to the school office.

Parents must telephone the school on the first instance of absence, and ensure that a written note is given to the teacher on pupils' return. The school will chase all absences and telephone on the second day of absence.

## Leave during term-time

Holiday in term-time or extended leave will not normally be approved. The school has a policy on extended leave, and can only authorise such leave in exceptional circumstances.

Pupils missing school during term-time affect their subsequent learning and their educational and social achievement. Parents are expected to organise family holidays during school holiday periods. If you must take leave during term-time, please inform the teachers as early as possible. We request you to discuss the matter with the Headteacher at the earliest opportunity, and complete a request form which is available from the school office.

Kindly note that unauthorised absences or lateness during term time will result in parents being issued with a fixed penalty notice. More information available on the school website.

## Illness and accidents

The school takes precautions to ensure that pupils are safe both inside and outside the school building. Majority of the teaching assistants and lunch supervisors are basic first-aiders. If a pupil is ill or has a major accident, the school will telephone you at the earliest opportunity. Meanwhile the school will arrange for the pupil to be cared for, or provided with basic first aid.

Any serious incident or injuries to the head will be reported to you verbally and in writing.

## Medications

Sometimes it is necessary for children to bring medications to school. Parents must provide written instructions and clearly label the medicines. All medication must be given to the school office. Asthma pumps and epi-pens also need to be clearly labelled and must be collected at the end of the school year or will be discarded.

## Uniform and jewellery

Please ensure that your child is suitably dressed for school every day. Pupils should wear the full school uniform. The school uniform comprises of the following:

	<b>Uniform for girls</b>	<b>Uniform for boys</b>	
<b>Normal &amp; winter</b>	<input checked="" type="checkbox"/> Grey skirts or trousers <input checked="" type="checkbox"/> Grey or black leggings/tights <input checked="" type="checkbox"/> White polo shirts <input checked="" type="checkbox"/> Green cardigans <input checked="" type="checkbox"/> School shoes	<input checked="" type="checkbox"/> Grey trousers <input checked="" type="checkbox"/> White polo shirts <input checked="" type="checkbox"/> Green jumpers <input checked="" type="checkbox"/> School shoes	School's logo on jumpers and cardigans are optional
<input checked="" type="checkbox"/> Pupils may only wear black trainers on days when the ball-court is allocated to them or they can bring other trainers to change.			
<b>Summer</b>	<input checked="" type="checkbox"/> Summer dress for girls (green and white squares); <input checked="" type="checkbox"/> Grey shorts for boys. <input checked="" type="checkbox"/> Pupils may have hats to be protected from the sun		Pupils may have hats to be protected from the sun

Pupils are not allowed: jeans, unsuitable shoes, branded clothes, sportswear, jewellery or extreme haircuts and styles. During the winter months, it is important to have layers of clothes and a coat.

## Physical Education (PE)

All pupil must do PE each week. It is essential that children bring a PE kit and a change of clothes. The PE kit should include (a) jogging bottoms/shorts, (b) House colour T-shirt and, (c) trainers for outside sessions. PE times are displayed on classroom windows. Children can bring their kit on Monday and keep it at school until Friday.

If your child forgets their PE kit, we will telephone you to bring it in before the PE session or provide a school kit. The school has separate changing rooms for boys and girls.



Children in Years 3 and 4 will go swimming as part of their PE. The swimming pool is cultural-sensitive and will allow girls to wear lycra tights if required. We do not allow children to miss swimming for minor illnesses. The school policy is that 'if children are well enough to come to school, they are well enough to go swimming or do PE'.

## Being informed

At the beginning of each term, teachers produce a brief outline of the planned work. A CANDO (Come And Find Out) meeting is arranged where parents can ask questions about the planned work or any general issues. Pupils also share their learning at the CANDO meetings.

Parents are invited to a conference in September, when they have the opportunity to discuss and set targets for their child with a teacher. Teachers review these targets as part of their continuous assessment and meet you again in February and provide a written progress report. A summative annual report is produced in July and presented to parents at the third conference.

## Communication and school newsletter

Bigland Green 'weekly' newsletter is published at the end of the week on Friday. It is circulated to all the pupils and is available on the school website. The newsletter has information about trips, visits, pupils achievement – and is the main medium of communication. Bigland Green does not send out letters as all the information needed by parents are on the newsletter.

Occasionally, the school uses text messaging to inform and remind parents. Parents are required to ensure that the school office has their up-to-date contact details at all times.

## Meeting with teachers

Parents wanting to discuss any issues related to their child's education and learning are requested to talk to their child's classteacher first. The teacher will be pleased to make an appointment at a mutually convenient time to discuss such matters. Parents are requested to avoid 8:45 AM to 3:35 PM as that time is for the pupils' learning.

Team Leaders or the Headteacher will also be very happy to follow up any issues. For day-to-day matters, you do not need to make an appointment. Team Leaders and the Headteacher is usually available either at the beginning or the end of the school day to meet parents and pupils.

The school has a protocol which outlines the arrangements for a strong partnership between home and school. This is given to parents at the admissions meeting and is available from the school office.

## Home-learning (homework)

Home-learning is used to reinforce and consolidate the learning which takes place at school. Home-learning is a collective responsibility of the classteacher, the pupil and the parent/carer. The school's home-learning policy states that home-learning should be appropriate, proportionate and manageable.

All pupils take books home to read to adults, and books that adults at home can read to them. Classes provide weekly home-learning activities. Details of other regular home-learning are given to parents at the beginning of each term at the CANDO meeting.

## Clubs and sports

Bigland Green offers a great choice of clubs for pupils to enjoy. Most of the clubs take place after school from 3.30 PM to 4.30 PM. However, some clubs are run in the morning or during lunchtimes.

Parents make a nominal contribution of £10 towards each club per term. This small contribution allows the school to offer a fantastic range of clubs which run to a high standard and are very well resourced. At present, the school offers: multi wii-sports, homework, football, science explorers, handwriting, game making, cricket, D&T, coding, science magic, self-defence, animation clubs.

Please contact the school office for an up-to-date list of clubs.

## Discipline and behaviour

When pupils behave well they are praised and encouraged. If there is a problem then it is discussed with relevant pupils, so that they are actively involved in improving their behaviour. If unacceptable behaviour persists then parents are invited to work with their child and the teachers to discuss and implement strategies for improvement.

The school uses a 'traffic light' system so that pupils know how well they are doing and what exactly they can do to improve their behaviour. Alongside the traffic lights, the school uses a range of rewards/acknowledgements that are linked to the school's learning mission.

The school believes that children behave and achieve at their best when they are involved in and inspired by their learning. The school curriculum is organised to make learning irresistible and exciting. Pupils in all classes elect representatives to the School Council where they can raise issues that are worrying them, or make suggestions to improve school life.

## School policies

School governors and staff members work together to ensure that the school is providing your child the best possible education and learning experiences. A detailed policy for each area of the curriculum and religious education is available from the school office. Some of these are informed by the Tower Hamlet's curriculum statement and guidance which have been adopted by the governing body.

Policies are also in place for many non-curricular areas of school life, such as attendance and punctuality, health and safety, anti-bullying, behaviour and discipline and are available on the school website or from the school office. The headteacher would be happy to discuss any policies with you.

Kindly provide the school office with sufficient notice when requesting hardcopies of any of the school policies. Most policies can be downloaded from the school website.

## Home-school partnership

Bigland Green believes that children learn best when parents and teachers work together. The basis of this partnership are as follows:

### **Bigland Green Primary School will:**

1. Teach your child a broad and balanced curriculum which includes the National Curriculum, and enrich learning with extra-curricular activities.
2. Provide education that helps your child to be a confident individual, a successful learner, and a responsible citizen. This will include the teaching of fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
3. Encourage your child to do their best at all times and develop a joy for learning.
4. Meet with you three times a year to talk about your child's education and keep you well informed of your child's progress and achievement.

### **The parent(s)/carer or guardian will:**

1. Hold the school accountable and provide the necessary support to effectively deliver the above. In particular:
  - a) make sure your child arrives at school at 9.00 AM and is collected at 3.30 PM (Years 5 & 6 pupils attending 'Bright Minds' will attend school from 8 AM Tuesday - Friday)
  - b) avoid planned extended leave during term time (for example, long holidays and or visits abroad);
  - c) read the weekly newsletter which is sent home every Friday;
  - d) attend three parent conferences a year;
  - e) help your child regularly with completing the homework set by the teacher;
  - f) read a story or book to your child as often as possible and take them to the public library;
  - g) attend consultation and other meetings organised by the school, and;
  - h) sharing a skill or expertise with the school e.g. gardening club.

## Bullying & racial incidents

At Bigland Green, children, parents, staff and governors work together to create a school community where bullying or racist behaviour is not tolerated.

To ensure that the actions taken are effective, the governors monitor and review the policies on a regular basis. Everyone is required to report any bullying or racist incidents to the headteacher or another teacher/staff member at the earliest opportunity, and preferably in writing. A reporting form is available from the school office or the school website. All reported incidents are investigated and appropriate actions are taken. All investigated incidents are reported to the LA and the GB.

## Equality of opportunity

Bigland Green believes that all children are entitled to the best possible education, and that the education offered at Bigland Green should cater for the needs of all its pupils. The school values and respects people from all backgrounds, and celebrates the multi-faith and multi-cultural school community. Bigland Green expects all pupils and adults to work and co-operate with each other.

Racist, sexist or phobic behaviour is unacceptable and will always be challenged. The school works together to ensure that the curriculum, resources and ethos reflect this positive attitude and are inclusive.

## Safety and security

For safety and security reasons, pupils must never be left unsupervised on the school premises. Parents must take their children to the classroom and collect them. Pupils must never be asked to walk to their classrooms by themselves. Pupils must not return to classrooms or any part of the school building unsupervised during play or lunch times. Pupils must not go into cupboards or use any electrical equipment unsupervised (including photocopiers).

Pupils are encouraged not to bring valuables or money to school or to give such belongings to their teachers for safe-keeping. The school takes no responsibility for lost items in its premises.

## Entrance to the school

For safety and security reasons, parents are requested to use the gate in the front playground to drop and collect their children from their classes. When pupils are late or being collected early, kindly report to the school office and do not go directly to the classrooms. Parents are asked to familiarise the arrangements for dropping and collecting their children at the beginning of the academic year. Those who are unsure can always ask in the school office.

## Arrangements for collection

Only Years 5 and 6 pupils may go home on their own if parents make a written request to the school and take full responsibility. Pupils in other Year groups must be collected by an adult (aged 18 years or over). The person collecting young children must be known to the teacher(s). Parents are asked to fill-in a form giving consent for another adult to collect their child. Any appointments during school hours must be reported to the school office or classteacher in advance.

Pupils who are collected after 3:45 PM must sign in the 'late collection book' which is kept in the school office.

## Charging policy

Parents are asked for voluntary contributions towards educational visits and trips. Contributions are also sought for school clubs and other activities. The school recognises that there will be occasional accidental loss or damage to school property. However, the school will seek to recoup losses from parents where pupils deliberately and wilfully damage school property.

## Healthy eating and lunches

Bigland Green provides healthy meals that are cooked daily on site. The food served is 'halal' and pupils have a choice of main course and pudding. Salad is always available. The school also takes part in the national School Fruit and Vegetable Scheme which provides all children in Reception and pupils in Key Stage 1 with a piece of fresh fruit or vegetable each day.

Children in KS2 are encouraged to bring a healthy snack, a piece of fruit or vegetable, for their break.

## Lost property

It is very easy for children's clothes, bags and lunch boxes to get mixed up. Please avoid this by clearly marking your child's belongings with their names in permanent ink.

The school has a 'lost property' box for each team located near the lift and entrance for Years 5 and 6. The office administrator or your child's classteacher will be happy to show you where it is. The lost property box is emptied fully once at the end of every term.

## Safeguarding and child protection

Children learn well if they feel safe and secure. The school has a statutory duty and a pastoral responsibility to safeguard its pupils and protect them from all forms of abuse and harm. The school has a policy based on the national and local guidance with has the following key features:

- a designated safeguarding lead and two deputies;
- focused on early identification and early intervention/support to protect pupils from all forms of abuse and harm;
- clear systems for liaising with relevant external agencies involved in safeguarding and child protection;
- contributing to the prevention of child abuse by teaching both awareness of potential dangers and strategies which help children to protect themselves;
- regular training for all staff members on safeguarding and child protection (including safeguarding from extremism and radicalisation), and;
- promptly referring suspected cases to the local children's social care (CSC) or to the police.

All staff members have an enhanced DBS clearance showing that they are suitable to work with children. Governors and volunteers, where relevant, also have these checks.

If the school has a concern that a child has been abused or is at risk of being abused (which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse, female genital mutilation, or vulnerable to radicalisation and/or extremism) then it has a duty to refer this to the appropriate services. In making any referral, the school is not making any judgement but merely seeking advice and guidance. The school is aware that this could be a distressing experience for families involved and one that can arouse strong emotions. Nevertheless, this vigilance is the best way in protecting children and ensures their well-being.

## Code of conduct

All members of the school community are expected to interact with courtesy and respect. We will strive to:

- respect other people's culture, race, background, gender and ability;
- take time to listen to each other, and support others to develop positive self-esteem;
- support children to achieve high standards in all aspects of the curriculum;
- co-operate with each other;
- support each other with everyday challenges, and work towards creating a safe and stimulating learning environment;
- be honest and truthful, and feel safe to admit mistakes;
- be positive towards each other and recognise individual achievements;
- have high expectations of each other, and;
- move around the building quietly and with care.

## Parking and smoking

The school encourages those who live locally to walk to school. Walking is very good, particularly for children's health and development, as well as for the environment. The school also encourages cycling and has a cycle shelter.

Those who must drive are requested to park away from the school gates. There are plenty of residential parking bays all around the school. The school has a limited parking facilities for staff members. Parents are requested not to park in the school car park without prior permission from the school office.

The school has a no-smoking policy which covers the whole of the school premises including the school playground and the pavement outside the school.

## Complaints procedures

Bigland Green hopes that everyone will enjoy being part of the school community. All stakeholders are requested to discuss any concerns with the headteacher or a team leader who will always spend time to resolve issues and address educational concerns. The school's complaints procedures, which are available from the school office or the website, outlines how the school will aim to deal with any parental concerns and address issues head-on.

Parents have the right to complain in writing to the Governing Body if they are not satisfied with the school's response. They can also write to the Department for Education (DfE) if they feel that:

- the governing body or Local Authority is acting or proposing to act unreasonably; or
- the governing body or the Local Authority has failed to discharge its duties under the Education Act 1996

The Chair of Governors  
C/O Bigland Green Primary School  
Bigland Street  
London E1 2ND  
Email-  
[governor@biglandgreen.towerhamlets.sch.uk](mailto:governor@biglandgreen.towerhamlets.sch.uk)

The School Complaints Unit (SCU)  
Department for Education  
2<sup>nd</sup> Floor, Piccadilly Gate  
Manchester  
M1 2WD

## More information

If you need more information about anything please talk to your child's classteacher or ask the school secretary in the general office. The Headteacher will also be happy to see you, and provide you with any relevant advice or information.

Thank you for taking the time to read this booklet.