

An Information Pack



Bigland
Green
Primary
School

Starting school at Bigland Green



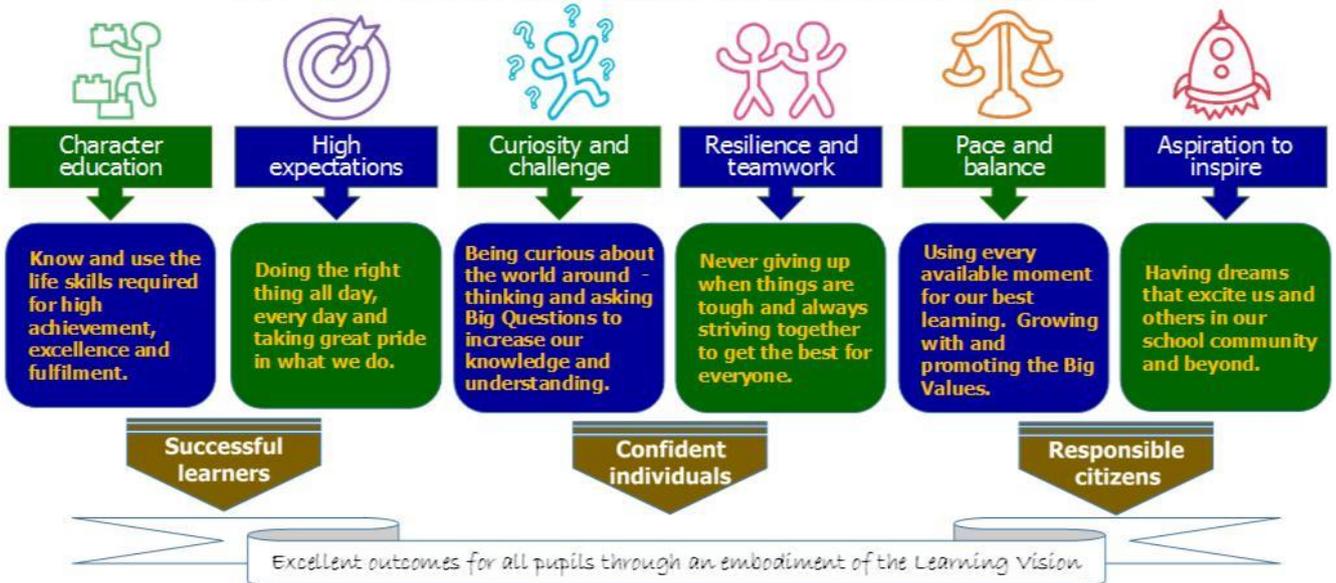
Curiosity and perseverance, a pathway to excellence

Learning Vision

The Learning Mission articulates how Bigland Green aims to provide outstanding learning. It is the bedrock to the school's drive to provide an excellent outcome for all its pupils. The Learning Vision has six steps.

Bigland Green Learning Vision

Six steps to success @ a great place to learn and grow



Parents can promote the six steps of the Learning Mission at home.

1. Character education – always encourage your child to talk clearly and in full sentences. Teach your child about the importance of respecting differences and appreciating what they have.
2. High expectations – never be content with the second best from your child whether its school work, play or housework!
3. Curiosity and challenge – avoid 'yes' or 'no' answers to questions. Have discussions about issues and current news.
4. Resilience and teamwork – teach your child to never give up. Encourage them to persevere. Always emphasise the importance of common values that are part of the fundamental British values (at Bigland Green they are known as Big Values).
5. Pace and balance – make good use of every moment. Help your child not to waste time and use time effectively.
6. Aspiration to inspire – always set aspirational targets for your child. Acknowledge when targets are achieved and provide them with good feedback. Give praise and encouragement so that your child can thrive.

Home school partnership agreement

Children achieve well when home and school work in strong partnership. This partnership agreement is the bedrock to the education provided at Bigland Green.

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 to Friday)
 - b. avoid planned extended leave during term time (for example, long holidays and or visits abroad) as this will not be authorised by the school and may lead to the local authority issuing fixed penalty notices to both parents;
 - c. read the weekly newsletter which is available at the school office 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 book to your child as often as possible and take them to the library;
 - g. attend consultation and other meetings organised by the school, and;
 - h. sharing a skill or expertise.

A place in the Reception class

Please note that a place offered in Bigland Green Nursery does not automatically result in a place in the Reception Class of the school. You will need to make an online application through the Local Authority (Tower Hamlets) for a place in the Reception Class just before your child's fifth birthday. If you do not apply then you will not get a place.

Incidences of bullying and racism

Everyone in the school community has the right to be safe, enjoy, achieve and make a positive contribution to school life. Bigland Green maintains a caring approach to everyone and has clear policies and procedures for dealing with incidences of bullying, racial or other type of harassment.

All such incidences must be reported to the school using a form which is available in the school office or the website. All reported incidences will be investigated and actions will be taken in accordance with the school's policy.

Code of conduct

All members of the school community are expected to interact with courtesy and respect.

We will strive to:

- Respect different culture, race, background, gender and ability.
- Respect the property of the school and other people.
- Take time to listen to each other and support others to develop positive self-esteem.
- Support children achieving 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.
- Move around the building quietly and with care.

I/we have read and understood the above code of conduct for Bigland Green School, and agree to abide by it.

(This agreement will need to be signed and dated by both parents.)

Keeping the school informed

Please remember to inform the school of any changes in your contact details. Let the school office know in writing of any changes to your address, telephone or mobile numbers and emergency contact details. It is now a legal requirement for schools to have **two emergency contact** details for each pupils. Please provide details of two people (*other than parents*) who can be contacted in the case of an emergency. A failure to keep the school fully informed of these changes could seriously compromise your child's well-being, particularly if there is an emergency in which we need to contact you.

School hours

- School starts at 9:00 AM (the gates are open from 8:45 AM).
- School ends at 3:30 PM for all pupils.



Doors to the classrooms are closed at 9.02am. If you arrive late with your child then you will need to go to the school office and given your child's name and the reason for being late. Your child will be given a late mark.

Bright Minds and Life Skills

- Pupils in Years 5 and 6 start early at 8:00 AM - Tuesday to Friday for 'Bright Minds' which is additional support and preparation for secondary school.
- Pupils new to the school or English language are also provided additional support Tuesday to Friday between 8:00 and 9:00 AM through a project called 'life skills'.

If you have any concerns about your child attending Bright Minds due to other siblings at Bigland Green, the school office may be able to accommodate your child upon a written request following our schools Life Skills policy. More information is available under the Life Skills policy on our website.

Attendance and punctuality

It is very important for your child to attend school every day and on time. It is equally important that they are collected on time at the end of the school day or from after school clubs. Pupils who are absent from school for 5 or more days (for whatever reason) must report to the school office on their return and not go to the classroom. They will be seen by the Headteacher or a member of the school leadership team. Furthermore, upon arrival to school from absence, please provide a written note for your child's absence or alternatively fill out an 'Absence note' which is available at the office.

Please note that if your child is persistently late then the local authority may issue a fixed penalty notice.

Lunch time and pack lunches

Please note that children across the school are expected to have lunch at school. They can have school dinners or bring a packed lunch from home. The school has a policy on healthy pack lunches. Kindly obtain a copy of the guidance from the school office if you intend to provide pack lunches to your child. Lunch times are:

Nursery and Reception	Years 1 and 2	Years 3, 4, 5 and 6
11:30 AM to 12:55 PM	12:00 PM to 12:55 PM	12:30 PM to 1:25 PM

Home-learning (homework)

Children are expected to read at home for at least 10/15 minutes every day. A reading diary is given and parents are expected to contribute. Children in Nursery, Reception, Years 1-3 are provided with banded books suited to their reading levels.

Classes are given learning to consolidate at home on a weekly basis. The emphasis is on quality and not quantity. The home learning is checked and feedback is given to the children. Please talk to your child's class teacher for more information.

Home learning packs are available from class teachers and all payment should be made at the school office.

After school clubs

The school provides a wide range of after-school clubs for which parents make a small contribution. Clubs are allocated at the beginning of each term. Usually the clubs run from 3:30 to 4:30 PM. Pupils must be collected on time from clubs. If your child is collected late persistently, parents may be called to a meeting with the club leader to discuss the matter further.

School uniform

School uniform is compulsory for pupils at Bigland Green Primary School. The uniform includes:

- **Green cardigan or jumper** – with or without the school logo
- **White polo shirts or shirts**
- **Grey trousers**
- **Grey or black skirts/leggings**
- **Pinafore checked dress**
- **School shoes (black);** pupils can wear all black trainers on days when the ball-court is allocated to them. **No sandals** allowed.

If you want your daughter to wear a head scarf then it must be plain green, white or grey. You can purchase the above items at any outlets including:

- Ocean Designs – Sweatshirt & Logo in Watney market.
- Asda, Matalan, Marks and Spencer, and Sainsbury's

Pupils are not allowed jeans, unsuitable shoes or trainers, branded clothes, sportswear or extreme haircuts or styles. Children are also not allowed any jewellery other than **stud earrings** – no dangling earrings. Parents must make sure that their child attends school on time and in full school uniform. If there are any problems locating the following clothing, please contact the school office.

The last Friday of every month is non-uniform day. Please see the newsletter for more information.

Swimming (For Years 3 and 4 only)

Girls A swimming hat and one-piece swimming costume + a towel.

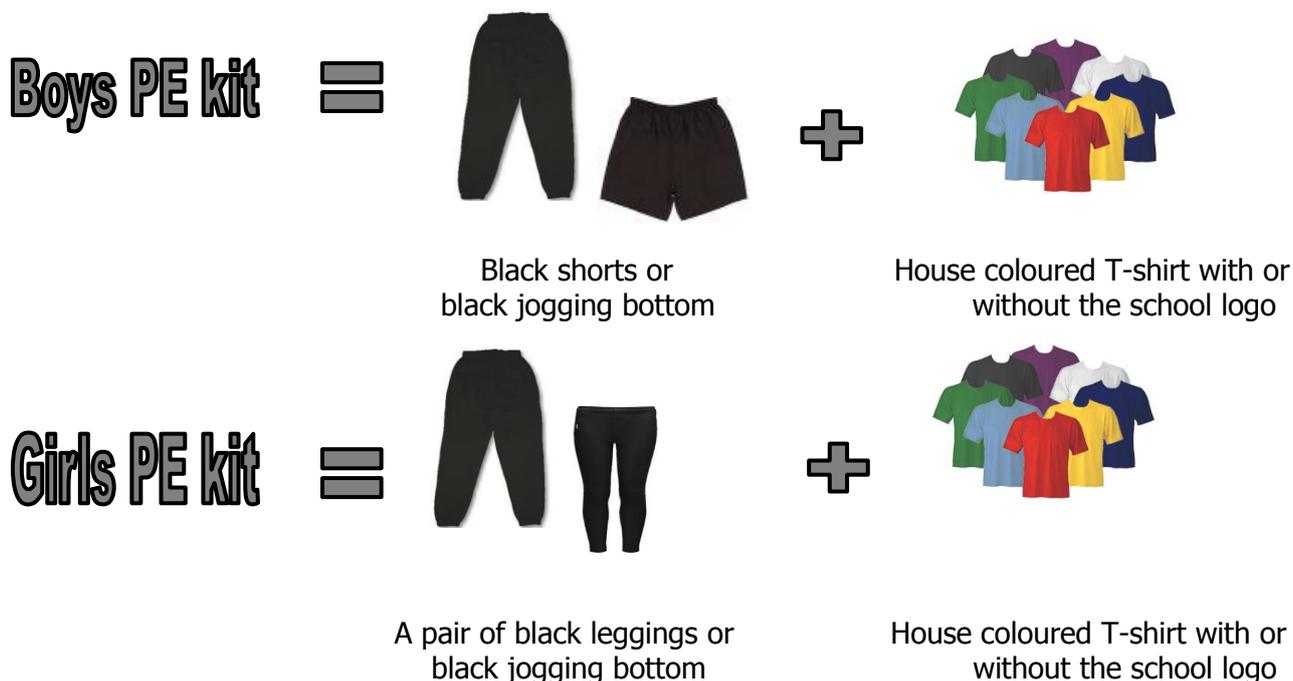
Boys A swimming hat and a pair of swimming trunks (long Bermuda style shorts are not acceptable) + a towel.

PE is an essential part of the school curriculum at Bigland Green Primary School, and the school's policy is that all children who are able to attend school will also take full part in the physical educational activities. Parents must make sure that their child attends school with his/her full PE kit every week.

Swimming hats are available for the school office for £1 each.

PE kit

PE kit is part of the school uniform from Reception and therefore compulsory. It is also essential for reasons of health and safety. PE Kit raises the self-esteem of the pupils and instils greater pride and respect for physical education and for themselves. All pupils are expected to take part in all aspects of the PE curriculum. Bookbags and PE t-shirts are available to purchase at the school office on Tuesdays and Thursdays from 8:15AM – 8:55AM.



Pupils must have trainers or plimsolls for their lessons and not casual shoes. Most items of the PE kit can be purchased from any outlet of your choice. The school office will inform you of your child's House colour (the colours are green, yellow, blue and red). The school does not stock any other item of the PE kit or the school uniform.

For health and safety reasons children with longer hair will be expected to tie it back

Educational visits and trips

At Bigland Green your child will participate in educational visits in order to enhance their learning across the curriculum. The visits/trips organised have specific relevance to topics studied by the pupils. Trips offer pupils experiences that cannot be done in the classroom. Visits help to develop a pupil's investigative skills and encourage greater independence.

It may be necessary to ask for a voluntary contribution towards the cost of a trip. If a trip is planned outside the normal school hours then you will always be informed beforehand. The main modes of travelling are usually walking and public transport. At Bigland Green we expect all children to participate in all educational visits and trips. Educational residential visits for older children (i.e. Year 6) are an integral part of the national curriculum and therefore essential for all the children.

Consent from parents for visits and trips

By enrolling your child at Bigland Green Primary School you are providing permission for your child to participate in educational visits/trips and in field studies during their time at Bigland Green. Please note that you will always be informed of any visits and trips that are planned outside the normal school hours – the information will be communicated through the school newsletter which is usually available at the office foyer for you to collect.

Communication & Newsletter

The school has a weekly newsletter which is used as the main form of communication. Kindly take a few minutes to go through the newsletter every week.

The newsletter with other important information can also be downloaded from the school's website www.biglandgreen.towerhamlets.sch.uk

Computing acceptable policy

Safety rules for children

- Only use the Internet for school and homework and make sure an adult is present so that they can make sure you are safe.
- When using the Internet at school, make sure that you follow the instructions given by the adult.
- If you are doing research on the net, surf with a friend or another child.
- Remember that all information on the internet or emails is not true.
- Keep your login and passwords private.
- Only write to e-mail pen-pals approved by your teacher.
- Be careful what you write, check your work with an adult before you send anything, do not write anything that might upset others.
- Never give out personal information in an e-mail or on a web site.



- Do not respond to bad e-mails.
- Never arrange to meet anyone as a result of an e-mail.
- Always respect the privacy of others.
- Report anything that worries you about the internet or e-mails to your teacher.

If you break these rules then:

- You could put yourself or others in danger.
- You could give yourself and your school a bad name.
- Your teacher may decide that you are not to be trusted with the internet so you may be not be allowed on the computers.
- A letter could be sent home to inform your parents that you may have broken the school's trust.

Parents are requested to make sure that their children use technologies at home safely. If you have internet then please make sure there are safety filters and always supervise your child when they are using the internet.

Devices such as mobile phones, iPod or any electrical games must not be brought to school.

Protecting children from harm and abuse

The school has a safeguarding and child protection policy to ensure that all pupils are safe from any form of harm and abuse. Protecting vulnerable children from extremism and radicalisation is as important as protecting them from other dangers such as drugs, gangs, anti-social behaviour, neglect or any forms of abuse. If you are concerned about the welfare or wellbeing of a child then you can talk to the headteacher in confidence. Please see the school policy which is on the website for more information.

Photos and videos by parents

The school has a policy on parents taking photos/videos of their children during school events such as assemblies or sports day. Kindly obtain permission before taking photos or images. Please read the policy and also the school's policy on 'social media'. All photos/images taken should be strictly for private use and must not be uploaded on social media sites where children can be identified by strangers (e.g. putting children's/school's name and detail with photographs). Please ensure all mobile phones are switched off when entering school premises.

Dealing with concerns

If parents are concerned about their children's learning and education then it is important that the concerns are dealt with properly. The first point of call is to arrange a meeting with the class teacher. Please avoid discussing issues at the door as they do not always receive the required attention.

After having raised the concerns with the class teacher, parents are welcome to contact the team leader or the headteacher. However, it is always best to aim to

resolve issues with the persons that it concerns. If that is not possible, then kindly follow the school's complaints policy.

Medication at school

All medication must be left at the school office with clear instructions in writing, a form can be provided to you from the school office. They must be prescribed medication and clearly labelled from the GP/hospital for the child, in line with the current academic year. Please do not hand in any medications to the class teachers. All medications, including asthma pumps must be collected at the end of each academic year. For further information, please look into our Medical policy on our website.

Photos/images of your child by the school

During your child's time at school, the school may take photos of them involved in activities. The photographs may be used for school displays, or presentations. Photos can be a powerful tool for children's learning and forms an interesting visual record of work and events. Photos are taken for assessment purposes and pupils take photos as part of the curriculum.

From time to time, we are approached by the media or sponsors of special projects. Photography or filming will only take place with the permission of the headteacher, and under appropriate supervision. Photos used in publication will ensure that children cannot be identified by strangers.

Getting involved with the school

Bigland Green has many opportunities for parents to get involved in their children's education. Parents can take part in 'Reading to learn' on Tuesday, Wednesday and Friday between 9:00 and 9:15 AM in their children's class or in another class. During each educational visits/trips the class teacher chooses a number of parents to accompany the class. There is also opportunity to help out at lunch time or share skills in the classroom.

Please see Donna or Amina Parental Involvement Officer, for more information about how you can get involved this term.

Term dates and planned closures

Please use the term dates to plan your holidays. Kindly remember that the school does not authorise any holiday or leave during term time. A fixed penalty notice may be served if your child is absent from school for 3 or more days without authorisation.



**Bigland
Green
Primary
School**

Agreed Term Dates & Planned Closures For 2019 - 2020

Last updated: 25 June 2018

Term Dates for Children	Autumn Term 2019	begins Tuesday 3 September	half-term Mon 21 to Fri 25 October	ends Friday 20 December
	Spring Term 2020	begins Monday 6 January	half-term Mon 17 to Fri 21 February	ends Friday 3 April
	Summer Term 2020	begins Monday 20 April	half-term Mon 25 May to Fri 29 May	ends Tuesday 21 July

Progress Conferences

Progress Conferences offer opportunity for parents and teachers to discuss child's progress

Autumn progress conference afternoons/evenings
Thursday 26 & Friday 27 September

Spring progress conference afternoons/evenings
Thursday 27 & Friday 28 February

Summer progress conference afternoons/evenings
Thursday 16 & Friday 17 July

Occasional Closures

Friday 22 May for Eid-ul-Fitr - to be confirmed

Provisional Training Days

Draft Staff Training Days

School closed for pupils
The draft dates for the **five** training days are:

Monday 2 September

Monday 28 October

Monday 24 February

Monday 1 June

Monday 6 July

These dates will be confirmed in the newsletter

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

Tel. 020 7702 7088

e-mail. admin@biglandgreen.towerhamlets.sch.uk

Term Dates for Staff	First Day	Last Day	Half-term
Autumn 2019	Monday 2 September	Friday 20 December	21 to 25 October
Spring 2020	Monday 6 January	Friday 3 April	17 to 21 February
Summer 2020	Monday 20 April	Tuesday 21 July	25 to 29 May

How can parents support Bigland Green to provide great education to their child

The rules below were developed in consultation with the whole school community during the summer term 2018. These are now part of the school policy which all parents are expected to follow and will be effective from 3 September 2018. This will be piloted from 9 to 25 July.

<h3>Talking to learn</h3> <p>Research shows that 'talk' is the foundation of true learning. At Bigland Green we want parents to talk to their children when dropping them to school and when collecting them from school.</p> <p>To achieve this, mobile phones will not be allowed in the school premises from 3 September 2018. Please do not be offended if you are asked to put your phone away before entering the school gates.</p>	<h3>Talk to your child Not on the mobile!</h3> 
<h3>Walking to school</h3> <p>The school encourages all pupils who attend school to walk to school. Walking to school has</p> <ul style="list-style-type: none">> health,> social, and> environmental benefits <p>From September, pupils who attend school will not be allowed to use push-chairs or buggies unless there is a medical need which is certified by the doctors.</p>	<h3>'No' to buggy 'Yes' to walking!</h3> 
<h3>Keeping children safe from harm</h3> <p>Children have a right to be protected from all forms of harm and abuse. All adults have a duty to protect children. Parents have a duty to keep children safe from harm and neglect.</p> <p>Allowing children to use mobile phones or smart TV can sometimes compromise their safety. The school will provide workshops and parents will be expected to attend the sessions to understand the dangers.</p>	<h3>Mobiles & smart TV can compromise safety!</h3> 
<h3>Solid food is better than liquid</h3> <p>The school will not accommodate liquid food for children unless they have a medical condition certified by the doctors. Solid food helps children to grow and be healthy. Solid foods can help develop and strengthen the jaw, as well as lips and tongue muscles which are required for speech. Introducing the right solids at the right time is essential for good speech development.</p> <p>Also parents will not be allowed to bring food into the school premises, particularly at home time. Parents can treat their children with a big hug and a beaming smile when they collect their children from school.</p>	<h3>No food at home time!</h3> 



Last updated, May 2019

Please note that the information in this booklet should be read in conjunction with the school's policies that can be obtained from the school office or downloaded from the school's website.

All information is subject to change.

The entitlement of a full-time or part-time place is decided in accordance with the policy of the Local Authority as set out on page 6 of the Starting School in Tower Hamlets guide https://www.towerhamlets.gov.uk/Documents/Education-and-skills/Admissions-and-exclusions/TH_PrimarySch_prospectus_2018_WEB.pdf