



# Parent Handbook

St Mary's Bucknell Primary  
School  
& Pre School



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# Letter from the Headteacher

Dear Parent/Carer



I would like to take this opportunity of welcoming you and your child to St Mary's Bucknell Primary School. I hope that your child finds life here enjoyable, stimulating and productive.

Ours is a happy, friendly school where everyone is made to feel welcome. We expect everyone in our community to treat other people the way they would like to be treated themselves: with kindness and respect. Visitors comment positively on the values, ethos and behaviour at St Mary's. We are confident in our approaches to teaching and learning and strive to do our very best for all our children. Our overriding aim is to maximise children's learning within a secure and challenging environment.

In order to make the most of the opportunities available, we believe that it is important for you to become as involved in the school as possible. We wholeheartedly believe that your child's education is a partnership between home and school, and that it is important for parents to take an active interest in all aspects of school life. Not every parent can come in to help, but every parent can encourage their child and work with them and us to develop their learning. Staff value all the support that we receive from parents.

We are very accessible should you wish to discuss any matter relating to your child, or any general issue. In order to prevent small concerns becoming major ones, early contact with the class teacher is strongly recommended. Daily informal contact is welcomed. If you wish to make a formal appointment with your child's teacher, Mrs Braybrooke or with me, to discuss a specific issue, this can be easily arranged by approaching either the staff member concerned, Mrs Ray, our administrator or myself.

We have prepared this booklet as a guide for parents who are new to the school. Another place you may wish to look for important information about the school is our website (please note our website is currently under construction, with the hope to be finished in early September)

I look forward to working in partnership with you in the months and years to come.

Yours sincerely  
Anna Cook,  
Headteacher

## The Bucknell Vision

'Teach children how they should live, and they will remember it all their lives.'

Proverbs 22:6 The Good News Bible

## Our Values

Trust & Truth, Joy & Happiness, Love & Respect,  
Thankfulness, Friendship & Family,  
Perseverance & Resilience

# Admission to School

There is one intake into St Mary's Bucknell Primary School - this is the start of the academic year in September (Autumn Term) following your child's 4<sup>th</sup> birthday

## When can I apply?

*If you do not make an application, your child may not receive a school place.*

**Who do I apply to?** Shropshire Council

**How do I apply?** You can apply online - <https://www.shropshire.gov.uk/school-admissions/>

## Why apply online?

- It's quick and easy
- You'll receive an email to confirm your application has been received
- Applications can't get lost in the post
- You can easily review and change your application, right up until the closing date above
- You can apply anytime, day or night
- You can find out which school your child has been allocated before your confirmation letter arrives

If you have difficulties making your application online, or have no email address, you can make a telephone application by contacting the school admissions team using the contact details at the end of this page.

**Contact:** School Admissions Team, [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)  
0345 678 9008

*If you need any help with the applying for a school place, please pop in to see Mrs Ray our administrator who can help you through the process.*

## Taster Sessions

During the term before your child starts school they will be invited to attend several half day taster sessions. They will then begin to be familiar with the school routine and have the opportunity to make friends with other children in their class. Both children and parents can meet the class teacher and other staff and the school arranges a session for parents to complete forms, order sweatshirts and ask questions.



## The School Building and Grounds

Our rural village school is situated in an area of outstanding natural beauty in South Shropshire. It occupies a beautiful Victorian

Grade 2 listed building. The school was re-modelled in 1966 when additional teaching space was added.

The extensive playing fields, with their views of the surrounding countryside and abundance of trees, provide a wonderful haven for our children to play and learn. There is also a hard playground area and a low level adventure playground with an all-weather surface. We also have a purpose built play area for our younger children to use.

There are four classrooms and a large school hall, which is used for dining, P.E. music, drama and collective worship. The Pre-school are located within the school building and have their own outdoor covered area for all-weather play in addition to sharing our extensive school grounds and forest school areas. Classes have interactive whiteboards and there is a wide selection of learning resources. We strive to continually improve and develop our outstanding, aesthetically pleasing learning environment.



We have 51 pupils on our roll in school with a further 12 children in Pre School. One of the strengths of the school is the very good behaviour of our pupils and the excellent relationships that exist throughout the school community. As a result, it is a calm, secure environment where purposeful learning occurs.

The school's last Ofsted inspection was rated Good

The dedicated staff team is committed to achieving high academic standards by offering a rich, varied and exciting curriculum. The very supportive and reliable governing body is fully committed to these aspirations. Teachers promote a broad and balanced knowledge and skills based curriculum including the arts, healthy living and participation in a range of different sports. We will also continue to make effective use of the many historical and cultural attractions of South Shropshire. Pupils at St Mary's enjoy very good music provision; take part in theatrical productions; play lots of sport; participate in a wide range of after school activities and go on many trips to places of interest. A key aim of our curriculum is to build upon pupils experiences through rich and engaging learning activities.

Information about staffing

For the current academic year staffing in will be as follows:

Executive Headteacher Head of School Administrator	Miss Anna Cook Mrs Rach Braybrooke Mrs Claire Ray	
KS1	Mrs Rach Braybrooke	Mrs Tarena Beddoes Miss Amanda Evans Mrs Sally Stead
KS2	Mrs Eleri Hood Mrs Fiona Pearce Mrs Sue Rowsell	Miss Keavey Hughes Mrs Alison Kennett Mrs Louise Phillpott
PE teacher Music Teacher SEND contact	Mr Gareth Jones Mr Ian Bennett Mr Nick Copestake	
Pre school	Mrs Janet Hartin	Mrs Sarah Davies

We are also fortunate to benefit from both Ludlow College and teaching students who take their placements with us and parents and members of the local community who volunteer to help in both Key Stage 1 and Key Stage 2. Volunteers in school are always welcome.

## School communication

Our main form of communication is the school newsletter which is sent out to parents via email (teacher2parents) an electronic copy is posted on our website, and one will be displayed on our parent notice board. Letters and correspondence are sent out by both hard copy and email. The school uses a text messaging service to send out reminders and to contact parents in an emergency. We have an open-door policy to allow parents to discuss issues promptly with the appropriate member of staff

## Contact details

It is essential that the school has up-to-date contact details for all parents/carers. It is really important that we are informed immediately of any changes of address or a change in home and work telephone numbers. Without this information we will not be able to contact you if your child is unwell or if any emergency situation were to arise.

## Educational visits

We frequently take children out on school trips in the local area. We will ask for your signed permission to take children off the school premises. Whilst children are out of the school environment we ensure that the well-being of all children is safeguarded. For example, we will always have the correct ratio of adults to children. A full risk assessment is always carried out prior to any trip taking place.



St Mary's Bucknell Primary





# School Dress Code

The Department for Education strongly encourage schools to have a uniform. The governing body agrees with the Department for Education's view that:

*"A uniform can instil pride; support positive behaviour and discipline; encourage identity with, and support for, school ethos; ensure pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; and nurture cohesion between different groups of pupils. Above all, many schools believe that school uniform supports effective teaching and learning."*

We also believe that our uniform **increases a student's safety**, making them easily identifiable.

## School Uniform (boys and girls):

- Black, navy or grey trousers or shorts, skirt or pinafore. In the summer girls can wear blue checked summer dresses.
- Pale blue polo shirt
- Blue school sweatshirt / cardigan with logo
- Comfortable black shoes with low heels.
- Socks /tights plain, black, white, navy or grey

## Games and Outdoor Clothing

- Navy T shirt
  - Navy Hoodie with school logo (for cold weather)
  - Navy/black shorts or leggings (winter)
  - Socks plain black white or grey
  - Pair of plimsolls or trainers for P.E. lessons
  - Football boots and shin pads, if children are playing football.
  - In cold weather children may bring a pair of jogging trousers for outside games lessons.
- Currently for Forest School Sessions children will be asked to bring in a pair of waterproof trousers and a pair of wellies.

School sweatshirts and cardigans are available from the School Trends website.

<https://www.schooltrends.co.uk/uniform/StmarysCEAidedPrimarySchoolSY70AA>



Please ensure that all items of clothing, including boots and shoes, are clearly marked with your child's name.

- Hairstyles should be appropriate i.e. smart, tidy, not at the extreme of fashion and the colour should look natural throughout.
- Hair must not be extreme and should not be examples of artwork including tramlines, patterns, Mohicans and spikes. Eyebrow shaving is also not allowed
- The wearing of jewellery is considered inappropriate for school. Pierced ears - **one** pair of **small studs** i.e. one in each ear is allowed. For safety reasons these should be removed during P.E. lessons or covered with sticking plaster. This applies to boys and girls.
- Bracelets, neck chains and other such items are not allowed. Watches are permitted but should fasten closely to the wrist.

Please ensure that all items of clothing, including boots and shoes, are clearly marked with your child's name.

## The organisation of the school day

### The Start of the day

- The school starts prompt at 8.45am. Please make sure that your child is at school on time. It is very important that all children are punctual, the doors will close at 8.45am.
- If parents know that they are going to be late they need to contact the school office. Arriving on time makes for a calm, settled and prompt start to the day. Being late can be very unsettling both for your child and for the rest of the class, as it often delays the start of teaching. Delays and interruptions affect children's learning in a negative way.
- We warmly welcome parents who wish to come into school with their child/children in the first half of the Autumn Term. After the October half-term we would like parents to leave their child once they are greeted at the entrance of their school by a member of staff. This is to help the children develop their independence.

## A typical day in school

8.35 - 8.45.00am	Children arrive at school and read books already put out in preparation for learning
8.45a.m	Registration
9-9.30am	Guided Reading/phonics
9.30-10.30am	Maths
10.30 - 10.50am	Wash hands, prayer, drink, snack and playtime
10.50-12.00pm	English
11.55 - 12.00	Washing hands / Get ready for lunch
12.00 - 1.00pm	Lunch and playtime
1.00-2.45pm	Registration & Foundation subjects.
2.45 - 3.05pm	Whole School Collective Worship
3.05 - 3.15pm	Prepare for home time

**PE days:**  
**Class 1** Friday afternoon  
**Class 2** Thursday afternoon  
**Class 3** Thursday morning

**Forest school:** Wednesday afternoon for Preschool and Class 1





## Attendance and punctuality

- The Education Welfare Officer, visits regularly for consultation with the Headteacher. The school registers are checked regularly for absenteeism and lateness, as regular attendance is a legal requirement, and being at school on time is both expected and desirable.
- Our attendance target is for all children to be here at least 96% of the time. It is important that every child receives his/her full educational entitlement: 5 days of schooling for 39 weeks of the year. There are 13 weeks of school holidays every year and we firmly believe that this is the time when families should take their holidays. We will follow our school attendance policy consistently and will not authorise term time holidays, unless the circumstances are exceptional.
- All absences need to be authorised. This can be done in one of three ways:
  - by telephoning the school 01547 530 264
  - by sending a text via our messaging app (teachers2parents)
  - by e-mailing our administrator Mrs Ray the member of staff responsible for monitoring school registers: adminbucknell @bhf shropshire.sch.uk

## Absences

- You should contact the school office before the start of the school day when your child cannot attend school. When your child returns after an absence, a note is needed to explain the absence. The Education Department has a strict rule that permission must be sought from the school for all non-illness absences, and schools are required to follow up all unexplained and non-authorized absences, if necessary through the Education Welfare Officer.
- If your child has sickness or diarrhoea they should remain at home for 48 hours.
- if children are returning to school and need to take **prescribed** medicine during the school day, please contact the school office for clarification of procedures for giving **prescribed medicines** to children.

## End of the Day Arrangements

The children remain the responsibility of school staff until 3.15 p.m. unless they are in an after school club or after school care. Parents should advise the teacher if someone different is collecting their child from school. (We would not release your child into the care of someone we did not know unless the person has been authorised to collect your child). There is a notice board located in the main foyer to record who will be collecting your child if it is someone different from the norm. The children remain the responsibility of school staff until 3.15 p.m. unless they are in an after school club or after school care.

## Clubs and After School Care

- Our school runs several after school clubs and after school care sessions. We do not have any after school clubs on Wednesday because of our weekly staff meeting. We suggest that Reception children do not attend clubs until after the first half term holiday in October as they will be tired after starting school in September. After school clubs will need to be booked and paid for in advance.

## Snacks and Lunchtime

- We have a mid-morning break from 10.30am to 10.50am. All children in Preschool, Reception, Year 1 and Year 2 receive free fruit and are offered milk before going out to play. Children can also bring a healthy snack to eat at break time. **Due to concerns about allergies we would ask that no peanut butter or nuts or sesame seeds are in packed lunches/ snacks.**

Hot lunches are provided at the school each day. These are prepared at Bedstone College and are transported to school.

- If your child is a vegetarian, vegan or has a food allergy (particularly a nut allergy), please advise the office in writing as soon as possible. The school will pass on their dietary requirements to our providers.
- School lunches cost £2.50. Under the Children and Families Act 2014 our school has a legal duty to offer a free school lunch to all pupils in reception, year 1 and year 2.
- If your child has received 2 4 U funding in Pre School you may be eligible to apply for free school meal status which will enable you and your child to receive additional funding. Please enquire at the School Office. There is financial support available for parents who met the criteria which can help with school dinners, trips uniform and clubs. Please speak to Mrs Ray if you require further information.

### Herefordshire Residents

### Shropshire Residents

### Powys Residents

- Children also have the option of bringing a packed lunch with them each day. **Again please ensure packed lunches do not contain peanut butter, sesame seeds or nuts.**

## How do I pay any money in, if I need to?

- All money due to school should be paid via our online payment system which you will be signed up to upon registration. Using this app you can pay for school dinners, trips, clubs and preschool. We prefer all payment to be made via this app.

## What should I do if my child is upset about something, or I am concerned about something?

- You should always mention any concerns you or your child has to the class teacher as soon as possible. Urgent messages can be dealt with at the start or finish of the school day, or the class teacher will arrange a time when you can talk for a little longer if necessary.

## Health and Welfare

### What should I do if my child is ill or needs to be away from school?

- Children are not happy at school if they are ill. **Please do not bring them if they are unwell, if you suspect that your child has an infectious or contagious illness, please let us know.**
  - It is important that you let the office and the class teacher know if your child has an existing allergy or is likely to have an allergic reaction to a particular food (especially peanuts), we also need to know if your child suffers from hayfever, asthma, eczema, or bee stings. In order to update our records, please contact Mrs Ray
- If your child needs an inhaler, an auto injector pen or regular medication, please let us know as soon as possible. We have procedures in place to monitor the need to have medicines, inhalers, and auto injector pens in school where necessary.
  - At school there is always the possibility that your child may catch head lice. Head lice can't be prevented but regular checking ensures early detection and treatment if necessary. The best detection method is wet combing. The comb must be fine enough to catch the lice. Please call into the office if you wish to have further information.
  - If you are anxious about the health of your child, the School Nurse, is always ready to talk over any problem with you. She can be contacted through school

## Helping at school

- We are always pleased to welcome parents in school. Many parents help out in clubs both during and after the school day. Others give invaluable help in the classroom. Please volunteer to your child's class teacher if you would like to help, and do say where your talents lie. All volunteers are asked to complete a DBS check.

## Positive Achievements & Behaviour

- This is a happy school where children treat each other with kindness and respect. We have a clear Positive Behaviour policy. The whole school has a consistent approach and concentrates on the positive achievements and behaviour of all the children. This policy is on the school website or parents can request a hard copy.

## How will I know how my child is getting on?

- Parents are very welcome to make an appointment to come in at the end of the day and look at what their child has been doing, and very often pieces of work will come home. Parents are always welcome to make appointments to see their child's class teacher at a mutually convenient time.
- On a more formal basis, parent evenings are usually arranged during the Autumn and Summer Terms. Parents are encouraged to take up their allocated appointment to discuss their child's progress with the class teacher.
- A written report will come home at the end of each academic year and you are offered the opportunity to discuss this with the class teacher if you wish.

During the first weeks of the Autumn term there will be an after-school meeting for parents about phonics, reading and writing which will help you to support your child to develop these vital skills.