



# Boringdon Primary School

## Parent and Carer Handbook



## Welcome

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Dear Parents /Carers,

Welcome to Boringdon Primary School. This booklet aims to provide you with information about our school. I hope you find it useful.

When your child starts at Boringdon Primary School, they become a member of our school and community. The success of all the children depends largely on the partnership between home and school. Every child needs our joint support in order to achieve his or her best. We aim for your child to learn in a safe and happy environment. We aim for excellence in developing the whole child, through a curriculum that is engaging and enabling learners to achieve the highest standard in a rapidly changing world.

We believe education is a life-long learning journey and aim to provide children with as many opportunities as we can.

The success of all our children depends to a large extent on the partnership between home and school. Every child needs our joint support for him or her to reach their full potential.

On behalf of the staff and myself, I welcome you to Boringdon Primary School and hope that the years spent with us will be happy and stimulating for your child.

Yours sincerely,

Mrs Sarah King BA Hons PGCE NQPH  
Executive Headteacher

### **CONTACT DETAILS**

sarahking@boringdon.plymouth.sch.uk  
Boringdon Primary School  
Courtland Crescent  
Plympton  
PLYMOUTH  
PL7 4HJ

Telephone  
01752 330424

Email  
[admin@boringdon.plymouth.sch.uk](mailto:admin@boringdon.plymouth.sch.uk)

Website  
[www.boringdon.plymouth.sch.uk](http://www.boringdon.plymouth.sch.uk)

## Staff Responsibilities 2023/2024

Staff Member	Year Group Taught	Subject Responsibilities
Mrs Sarah King	Executive Headteacher	Designated Safeguarding Lead/EVC/Assessment
Mr John Secker	Deputy Headteacher	Deputy Headteacher/Curriculum Lead/Mathematics Support/Assessment
Mrs Anthea Williams	Foundation	EYFS and RWInc Lead
Miss Shelley Thomas	Foundation	DT Subject Lead
Mrs Sarah Thomas	Year 1	Assistant Headteacher KS1 Lead/First Aid Coordinator/PSHE Subject Lead/EVC/History
Mrs Lyn Walters	Year 1	Friends of Boringdon Liaison
Mrs Olivia Clarke	Year 1	Support MFL Subject Lead
Mrs Sophie Dundas	Year 2	Maths Lead
Miss Abi Fisher	Year 2	RWInc Support
Mrs Kate Hefford	Year 3	Music Subject Lead
Miss Beth Phillips	Year 3	Computing Subject Lead/PE support
Miss Megan Eales	Year 3	RE Subject Lead
Mrs Amanda Mailling	Year 4	MFL Subject Lead
Ms Rachel Early	Year 4	Oracy Lead
Miss Paris Hatherley	Year 4	Children's University
Mrs Naomi Pettet	Year 5	Science Subject Lead
Mr Murray Quest	Year 5	Geography Subject Lead
Mrs Naomi Campbell	Year 5	PE Subject Lead
Mr Andrew Sargeant	Year 6	Assistant Headteacher/English Subject Leader/KS2 Lead
Mrs Claudia James	Year 6	ITE/ECT/Art Subject Lead
Mrs Helen Connett	SENCO	SENCO/LAC

Teaching Assistants	
Mrs Amber Awan Mrs Louise Bray Mrs Sarah Griffiths Miss Lakeishia Pennington Mrs Kathryn Williams Mrs Janice Harp Mrs Jennifer Meader Miss Chloe Hamilton	Miss Rosemary Hazell Mrs Lin Locke Mrs Katie Martin Miss Hannah Menzies Mrs Rayann Maker Mrs Lauren Taylor Mrs Jane Whitby Mrs Abigail Lane Mrs Poppy Hook Mrs Emma Statton

Chair of the Hub Advisory Board	Mr Robert Franckow	<a href="mailto:admin@westst.org.uk">admin@westst.org.uk</a>
School Operation Manager	Mrs Lauren McCabe	<a href="mailto:admin@boringdon.plymouth.sch.uk">admin@boringdon.plymouth.sch.uk</a>
School Administrators	Mrs Michelle Bruce	<a href="mailto:admin@boringdon.plymouth.sch.uk">admin@boringdon.plymouth.sch.uk</a>
School Office	<a href="mailto:admin@boringdon.plymouth.sch.uk">admin@boringdon.plymouth.sch.uk</a>	
Caretaker	Mr Steve Bryant	
Catering Manager	Mrs Kath Bazley	

## Safeguarding and Child Protection

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It is a legal requirement that each school should have a named Designated Person (DP) and in our school it is the Executive Headteacher. Mrs King has undertaken Multi Agency Child Protection Training, delivered through the Plymouth's Local Safeguarding Children's Board (LSCB) and undertakes other training as recommended by the LA every two years. Mrs Thomas, Mrs Connett and Mr Secker act in Mrs King's absence and have also received multi agency training. Our school procedures for safeguarding children are in line with LSCB procedures and Section 175 of the 2002 Education Act, which covers all aspects of child abuse, neglect and non-accidental injury. The Headteacher's principal consideration is the ongoing welfare, well-being and safety of our pupils. It is the school's duty to report to outside agencies (i.e. Children's Social Care) any incidences or concerns to ensure the safety of all pupils. We trust parents will see this as a positive course of action, and it is not meant to cause any upset or difficulty for anyone concerned. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Our school is also part of a project called Encompass, which is run between all Plymouth schools, the Educational Welfare Service and the Devon and Cornwall Police. The project has been designed to provide early reporting of any domestic violence incidents that occur outside of school, which might have an impact on a child in school. This is done through a phone call to school following an incident. The project ensures that at least one member of the school staff, known as the Key Adult, is trained to liaise with the police and to use the information that has been shared in confidence.

## Academy

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Boringdon Primary School is part of the Westcountry Schools Trust (WeST). For more information on the Trust, please visit their website: <https://www.westst.org.uk/>

## Admissions

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The school follows the Admissions Policy of the WeST Trust. Children are admitted into the Reception classes in September of the school year (1st September - 31st August) in which they will be five years of age. (Parents retain the right to defer entry for their child until January of the school year, if their child's birthday falls between 1st March and 31st August). All school admissions are dealt with directly by the Local Authority and their contact details are as follows:

Tel: 01752 307170

Email: [primary.admissions@plymouth.gov.uk](mailto:primary.admissions@plymouth.gov.uk)

[www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions)

Our pupil admission number is 60 in each year group.

Before children start school for the first time, parents are invited to an evening meeting to share information. The children are then introduced gradually to school life, with activities sessions, admitting a few children each day and attending mornings only for the first two weeks. Home visits are made by the class teachers and teaching assistants.

For more information on applying for your child to join Boringdon Primary School please see Plymouth City Council's website here.

### **The Local Authority uses the following criteria for admissions:**

A child with an Education, Health and Care Plan or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are less applicants than the Planned Admission Number (for Boringdon Primary this is 60 pupils in each year group), all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following over subscription criteria in order of priority:

1. **A 'looked after child' or a child who was previously looked after** *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*
2. **A child with exceptional medical or social grounds** *Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Exceptional medical or social grounds could include, for example:*
  - *a serious medical condition, which can be supported by medical evidence;*
  - *a significant caring role for the child which can be supported by evidence from social services.*
3. **Children with a sibling already attending the school at the time of admission** *Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household.*
4. **A child home address is within the designated school catchment area.** *A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time.*
5. **Children whose parent/carer is a member of staff employed at the school** *for two or more years at the time at which the application for admission to the school is made.*
6. **Other children** *measured by a straight line on the map using Plymouth City Council's electronic mapping system – the shorter the distance, the higher the priority.*

Admission out of the normal age group: Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether

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they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

Admissions are ultimately the responsibility of Plymouth City Council and in case of doubt, the Education Section at the Education Office will advise you.

## Assessment

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The Education Reform Act requires schools to carry out a statutory assessment (SATs) through the National Curriculum tests in English and Maths at the ages of 7 and 11.

Numerous other forms of assessment take place all of which provide the child and the teacher with information about where they are and what they need to do next.

Assessments are planned and organised by each class teacher and children have targets set at the start of the autumn, spring and summer terms for reading, writing and maths. An annual report to parents is sent home every year and Parents' Evenings are held twice a year, where you are invited to share and discuss your child's learning and development.

Help and advice about SATs is always available. It is our aim to make SATs as least stressful as possible for both the child and the parents. Please note there will be no holiday absence authorised during this time.

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## Attendance including Late Arrivals

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Regular attendance and punctuality are very important if children are to achieve their educational potential. Parents have a legal responsibility to ensure that this happens.

If your child is unable to come to school, we must be informed by a responsible adult by 9.30 a.m. on the morning of the first day of absence. Acceptable reasons for absence are sickness, medical/dental treatment, bereavement, religious observance, exclusion and external exams. Such absences are considered 'authorised'.

Leave of absence can only be granted in exceptional circumstances. Requests for all known absences must be made on the appropriate form, available from the School Office or downloaded from this site.

'Unauthorised' absences are those for which permission is not granted or for which an explanation is not received - children may be considered to be 'truant'.

### What should I do if I am late?

Arrivals after 9.00 a.m. must report their presence to the Office and as a matter of courtesy explain the reason for their late arrival in school.

Regular and habitual lateness for school can disadvantage your child educationally because they then do not know what to do and they have to catch up, can disrupt teaching time when lessons have already started and can affect the provision of school meals.

### School Closure During Term Time

In the event of adverse/severe weather conditions etc. should the school have to close, this information will be posted on the school website and broadcast on Heart Radio and Radio Devon. Also, parents will receive a message via text and or email from Schoolcomms/Gateway - the following number will appear on your screen: 01752395013.

## Holidays in Term Time

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As from the 1st September 2013, all schools are unable to authorise any requests for absence relating to holidays being taken in term time. This has been brought about by an amendment to the Education (Pupil Registration) (England) Regulations 2006, which has removed reference to holidays and the ten-day period. **The amendments make it clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.**

These changes to the law reinforce the government's view following the "Taylor Report" on attendance, that regular school attendance is vital and that pupils should only be granted authorised absence by the school, in exceptional circumstances, e.g. illness, exclusions or due to other unavoidable causes. Parents/Carers need to be aware that any unauthorised absence resulting from holiday taken in term time may well result in Plymouth City Council instigating parent responsibility measures which could lead to a penalty notice, or a fine being issued.

Should you wish to request an Absence in Term time, forms are available from the school office.

## Behaviour

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The establishment of good behaviour and sound relationships is crucial to the success of individuals, the welfare and safety of both children and staff, and the school in general. We aim to raise children's self-esteem and for every child to feel valued.

Our Golden Books, House Points, Recognition Cards, Certificates and the way we value children's out of school and at-home activities all contribute to a sense of ownership and high expectation.

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure. We see that the need for good behaviour underpins many areas including;

- Keeping healthy- involves making appropriate choices.
- Staying safe- a safe child is behaving responsibly and all adults have a responsibility to act appropriately around children.
- Making a positive contribution- positive behaviour is modelled and acquired by children as they in turn make positive contributions for themselves or for the group.
- Enjoying and achieving- good behaviour is essential in the achievement and realisation of a child's potential and from which enjoyment comes.
- Developing economic wellbeing- society expects good behaviour as an outcome of the educational process.

Within the school community, all adults will encourage children to be polite, thoughtful of others, respectful and well behaved. Adults model these behaviours to set an example and frequently discuss acceptable behaviours in assemblies and during class time.

We aim for:

- All adults have high expectations of behaviour and conduct.
- Children to be respectful towards each other and all adults within our school.
- Children to be self-disciplined and have high standards of behaviour.
- Zero tolerance of any form of bullying.

The school rules are;

Be Kind, Be Respectful, Be your Best.

The policy can be found on the website.



## Child Protection

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It is a legal requirement that each school should have a named Designated Safeguarding Lead (DSL). At Boringdon Primary School the DSL is:

**Mrs Sarah King (Executive Headteacher)**

supported by Deputy DSL's:

**Mr John Secker (Deputy Headteacher), Mrs Sarah Thomas (Assistant Headteacher) and Mrs Helen Connett (SENCo)**

The school follows the guidelines laid down in the City of Plymouth's *Multi-Disciplinary Child Protection Handbook* and the Department of Health's *Working Together to Safeguard Children* Guidance.

Please can parents inform the school of any agencies working with their child such as social workers, on join the school and to update the information as and when it changes.

Safeguarding legislation and government guidance says that safeguarding means:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcome
- Safeguarding includes child protection, health care plans, health and safety, site security, safety on school trips, anti-bullying work and so much more.

The school adheres to the following three DFE safeguarding documents:

- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- The Prevent Duty 2015

Our school is also part of a project called Encompass, which is run between all Plymouth schools, the Educational Welfare Service and the Devon and Cornwall Police. The project has been designed to provide early reporting of any domestic violence incidents that occur outside of school, which might have an impact on a child in school. This is done through a phone call to school following an incident. The project ensures that at least one member of the school staff, known as the Key Adult, is trained to liaise with the police and to use the information that has been shared in confidence.

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## Collective Worship

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This is part of the school assembly each day and allows individual children, who may or may not have a religious faith to respond differently. It is an educational activity which affirms the corporate life of the school and our shared values.

Our collective worship is based on different themes throughout the year and annual events and is also linked to our PSHE scheme, Jigsaw.

Being Me in My World  
Celebrating Difference  
Dreams and Goals  
Healthy Me  
Relationships  
Changing Me

Our School, Festivals, The Seasons and Religions of the World are subsumed within our themes and are included when relevant and appropriate.

The school does not have a "Determination" which lifts the requirement for broadly Christian Worship. If parents wish to withdraw their child, arrangements must be made with the Headteacher.

## Concerns of Complaints

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**If you have a concern or complaint**, we would like you to tell us about it. Our policy can be found on the website.

At Boringdon Primary School we welcome suggestions for improving our work in the school.

What to do first:

Most concerns can be sorted out quickly by speaking with your child's class teacher. All class teachers are in constant communication with senior leaders and the majority of issues can be resolved quickly.

If you feel that the issue is unresolved, it is usually best to discuss the problem face-to-face with the Headteacher, Deputy or Assistant Head Teacher. You will need to make an appointment to do this, which can be done by phoning or calling in at the school office. A copy of the schools 'Concerns and Complaints' policy can be viewed on the school website or obtained from the school office on request.

If you are concerned about a member of staff or volunteer, please speak with the Headteacher.

## Educational Visits/Visitors

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During each school year curriculum related educational visits and visitors are organised for the children. These provide first-hand experiences to support various aspects of the children's learning. At the start of each school year the list of proposed visits is sent to parents. Details and the cost of such activities are sent before each trip with a reply slip. Parents are asked to pay voluntary contributions to support the cost of the visit or event.

The Governing Body's Charging and Remissions Policy is available from the school office or on this website.

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## Equal Opportunities

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It is our policy that training will be given to our staff to overcome discrimination. This includes ensuring all staff are fully aware of their responsibilities towards the promotion of equal opportunities, racial and sexual equality and that they will be properly equipped to take account of the different and special needs of particular groups and thus make provision for those needs.

## External Agencies

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If your child has any involvement with external agencies such as Social Care or Speech and Language, please inform the school so that appropriate links can be formed.

## Extra-Curricular Activities

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Children have the opportunity to take part in various activities during the mid-day break and after-school. These are run voluntarily by staff and may vary each year dependent on the expertise available. Details are given on a termly basis. Over the last year extra-curricular activities have included Art, Athletics, Choir, Craft, Cricket, Computer, Stage, Gymnastics, Football, Hockey, Junior Field Gun, Military Kids' Club, Netball, Puzzles, Stay and Play, Story/Drama, Tag Rugby, Tennis, and Unihoc.

Our school teams take part in a wide range of performances, festivals and competitive activities with other schools.

## First Aid and Medication

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Should children need first aid to be administered, staff act in 'loco parentis' (as caring parents) and follow school procedures. If there is concern about an injury the child is referred to our qualified First Aiders (Mrs Sarah King, Miss Menzies and Mrs Bray) who in consultation with the Headteacher, decide the action that needs to be taken. All first aid applied is recorded. Parents are only informed if we consider there may be a delayed reaction, (in which case a letter is sent home with a reply slip) or if we consider parents need to be contacted immediately. It is therefore essential that we have two contact telephone numbers for parents during the school day. Hopefully, these will never be needed for your child.

We aim to treat children who become ill or who have health problems with care and sympathy. If your child is taken ill at school, we will try to contact you and arrange for them to be taken home. Most members of staff are qualified in Emergency First Aid.

In the case of emergencies or more serious injury, we shall try to contact you but no time will be wasted before calling an ambulance or a doctor and it may well be that we shall only be able to contact you afterwards. We regret that we are only able to administer medicines which are prescribed by a doctor and need to be taken more than 3 times a day, or for the treatment of Asthmatic or similar conditions. No unprescribed medicines should be brought into school.

Parents must ensure that medicines, particularly inhalers and eczema creams held in school have not passed their expiry date.

Requests for the administration of prescribed medicine need to be made to the School Office and a parental consent form/asthma card completed.

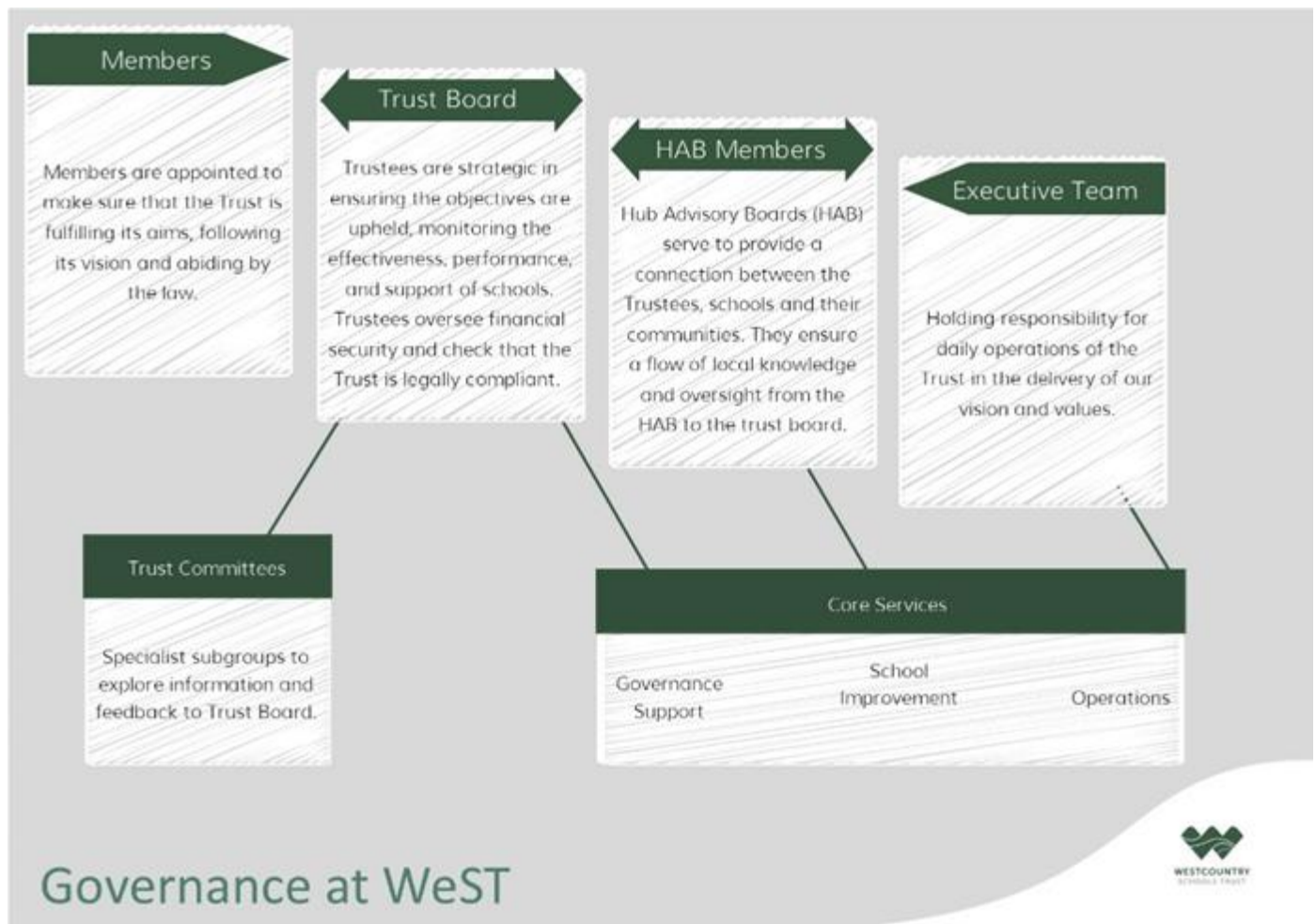
All medication must be clearly labelled with the owner's name, dosage and details of when/ how often it should be administered.

All children with long term health problems which require intervention by school staff will have a care plan completed by their parents.

## Governing Body

From 1 January 2023 schools in WeST belong to one of four Hubs. Each Hub is supported by a Hub Advisory Board (HAB) which serves to provide a connection between the Trustees, schools and their communities. HABs meet three times a year to consider reports from executive leaders and matters arising from HAB members' visits to school. After each HAB meeting the Chair and Vice-Chair of the HAB meet with CEO and Chair of Trust, ensuring a flow of local knowledge and oversight from the HAB to the trust board.

Our governance model is made of several elements as shown below:



Further details can be found at <https://www.westst.org.uk/governance>

## Health and Safety

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The School Nurse is available to meet and advise parents at any time during their child's school career. More information with regard to health issues is available by contacting:

Plympton Clinic, Station Road, Plympton  
Tel: 01752 314465

Sometimes children have head infestations (lice, nits). The problem occurs despite repeated efforts on behalf of all of us to minimise its effects. Recent surveys have suggested that as many as one in fifteen children are affected by head lice. Since checks for head lice are no longer undertaken by the school nurse, it is important that parents check their children's hair as a matter of routine and take action quickly if need be. A head lice detector comb, available from all pharmacies, is a useful piece of equipment in identifying this problem. If a child is observed to have lice or nits in school, a general letter is sent home with all children in the class and the parents of the child are informed in confidence. If a child is 'live' parents are contacted to take their child home to apply treatment, so that we can hopefully avoid the problem spreading.

Occasionally, young children have 'accidents' due to not making it to the toilet in time. If garments are wet, we provide clean clothing which the child changes into himself/herself. Should a child be unwell and clothing is soiled, the parents will be contacted. This is necessary since the school has no facilities for 'cleaning' a child and adults are not able to assist in this process.

The school complies with the Westcountry Trust policy on Health and Safety. Within this there are expectations for children of which we constantly remind them:

- To exercise personal responsibility for the health and safety of themselves and others.
- To observe standards of dress consistent with safety.
- To observe all the health and safety rules of the school, and in particular, the instructions of staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with items provided for their health and safety.

A copy of the Health and Safety Policy is available from the School Office or on this website.

The Governing body have decided that Sex and Relationship Education (SRE) should form part of the school's Health Education Programme, because it is an essential part of children's personal, social, moral and health education and not least, because it encourages an awareness and respect of self and others.

Sex and Relationship Education in our school will aim to help pupils cope with the physical and emotional challenges of growing up, and gives them an elementary understanding of human reproduction. Care and sensitivity have been used in matching teaching as far as possible to the maturity of the children involved, and in answering any questions. Due consideration will be given to any particular religious, cultural or social issues during discussion. Above all, the governors wish to make it clear that Sex and Relationship Education will be taught in such a manner as to encourage children to have due regard to moral consideration and the value of family life. Children will not embark on a programme of Sex Education involving human reproduction without the prior knowledge of their parents. Should parents wish to exercise their right to withdraw their children from this aspect of Sex Education, they should inform the school in writing.

Parents are requested to park considerately outside the school and only drive into the school car park if collecting an unwell / injured child.

Dogs are not allowed on the premises.

The school (including the grounds) is a no smoking environment.

The policy can be found on our school website.

## Insurance

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The insurance is arranged centrally by Westcountry Trust. It protects the Governors and Staff at the school, against their legal liabilities to its employees and to the public (this includes parents, pupils and visitors). This liability is in force for school organised activities in the U.K. including extra-curricular activities and educational visits.

The school does not carry insurance to cover children's, employees and visitors personal belongings. Parents are therefore advised that the school cannot accept responsibility for articles brought on to the premises.

## Lunches

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School meals are cooked daily on the premises, and are available at the current rate of charge of £2.40 per day. Boringdon Primary School employs a cashless system for the payment of school meals and school trips. Catering is run through CaterEd, a partnership between Plymouth Schools and Plymouth City Council, and menus are available on request or available to view on the school website.

All children in Reception, Year 1 and 2 children are entitled to a 'universal free school meal' under new Government legislation introduced in September 2014.

### **Free School Meals**

Parents who are receiving Income Support are entitled to Free School Meals (FSM) for all their children attending school.

Once your child is registered at school, if your circumstances change, you can check if you are entitled to Free School Meals by completing an online application form. Details of how to apply are available under 'Food in School' under the Parent Information tab of the school website.

The online application can be accessed via the following link:

<https://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/schoolmeals%20>

It is the responsibility of the parent to inform the school if their circumstance change and they are no longer entitled to Free School Meals.

If you prefer, your child can bring a packed lunch. Supervision for eating of packed lunches is provided.

## Friends of Boringdon

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### About the Friends of Boringdon Primary School

The Friends of Boringdon Primary School was set up in 2007 to enhance the relationship between the school, the parents and the children. We hope to enrich the experience of all the parents and children who are part of the school community, and aim to do this through enjoyable events, fun activities and by supporting school performances.

Thanks to the generosity of families and friends, we raise funds from many of our events, which are then used for projects that benefit the whole school. Amongst other things, our fundraising efforts have provided new books, sensory items and the pirate ship on the top playground.

Listed below are some of the events we have organised or been involved in:

- Quiz nights
- Disco
- Cake sales
- Children's Christmas art projects
- Refreshments at various school events
- A variety of Christmas events including meet Santa and Santa story time

The Friends of Boringdon is YOUR group. All parents are members and the committee represents you.

The committee consists of parents who have children currently attending Boringdon Primary School. Members of teaching staff are also welcome to attend our meetings.

Anyone is welcome to talk to us about a Friends activity. We welcome new ideas and feedback on all our events – past, present and future.

There is an AGM each summer term, when the outgoing committee reports back to the group on the year's events and the new committee is elected. If you would like to find out more about being a committee member, please get in touch.

Friends meetings are held each half term and details are found in the weekly school newsletter. Meetings are minuted and copies are available by email. All parents are welcome at all meetings, so please come along. We are always grateful for any time you can give to help with activities. If you are able to help out or would like to find out more about the group, please contact us at [friendsofboringdon@gmail.com](mailto:friendsofboringdon@gmail.com).

## Medication

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If your child requires medication during the school day, an Administration of Medicines in School form needs to be completed to give parental consent and is available from the school office. If the medication is prescribed by a pharmacist, it must be in its original container as dispensed by a pharmacist, be labelled with the pupil's name and instructions for administration, dosage and storage.

If it is absolutely necessary for your child to have non-prescription medication during the day, please contact the school office for guidance.

All non-prescription medicines must be clearly labelled with the pupil's name, class and date provided to school. Instructions for administration, dosage and storage must be provided via the consent form.

Please note that due to health and safety reasons, children are not permitted to carry any form of medication eg lip balms, throat lozenges, Vicks nasal spray, with them during the school day.

For further information, please see our Medicine & Supporting Pupils at School with Medical Conditions policy, available on the school website or through the school office.

On sunny days we advise parents to apply sun cream before children come to school.

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## Morning Break

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To encourage healthy eating, children in Foundation Stage and Years 1 and 2 are given a piece of fruit or vegetable each day. Children in Years 3 to 6 are also allowed to eat a healthy snack at breaktime. We encourage pupils to bring a bottle with a sports cap containing fresh water into school to drink during the day.

## Music

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Plymouth Youth Music Service provide whole class instrumental lessons for all children in Year 5. Optional instrument tuition is offered by Rocksteady, an external company, to children in KS2.

## Newsletter

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We produce a weekly newsletter, emailed on a Friday, that provides parents with relevant up to date information including announcements and reminders. These are also available on the school website.

To ensure that you continue to receive the School Newsletter, ensure that your email address is kept up-to-date with the school office.

## Outdoor Learning

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At Boringdon Primary School we recognise that the outdoor environment offers an incredible amount of learning opportunities and plays a very important role in children's learning. We understand that play is a central part of the essence of a child's life and is important for their physical and social and emotional well-being. There are many theories, ideas and methods about teaching children. We believe that the enactive learning opportunities that outside offers are vitally important to the development and understanding of all children. We aim for outdoor learning to take place as much as is practicable, across all ages and across all areas of the curriculum.

## School Organisation

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The school is organised into Key Stages - Reception, Key Stage 1 and Key Stage 2. Boringdon Primary School is a 2-form entry school containing 2 classes in each year group, making 14 classes in all. The classes are organised into age groups which consist of:

- Foundation Stage (4-5 years)
- Key Stage One (5-7 years) – Years 1 and 2
- Key Stage Two (7-11 years) – Years 3, 4, 5 and 6

Each year group has designated Teaching Assistants to provide additional teaching and learning support.

The white paper **Opportunity for all: strong schools with great teachers for your child** sets out an expectation that mainstream schools offer a school week of 32.5 hours by September 2023 at the latest. At Boringdon our school week is:

Key Stage 1: 32.5 hours

Key Stage 2: 32.5 hours

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## Parents Visiting the School

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At Boringdon Primary School, we operate a welcoming open door policy and look to encourage any parent/carer who may wish to come in and discuss their child's progress or any issues. If you wish to see the Headteacher or Deputy Headteacher, it is advisable to ring the school to make an appointment. Teachers are also willing to discuss problems which parents may have regarding their children. If a quick word is enough, then try to catch the teacher when you collect your child. Otherwise, appointments can be made for a meeting through the school office. Please remember that you do not have to wait until Parents' Evenings to discuss any matter concerning your child. We would like you as parents to learn how we work and you can only do this by regular visiting. If you have a concern – please speak to a member of staff about it. If it is not brought to our attention, we cannot help. Rather than worry about something, come in and talk.

We need your help in the classrooms and practical areas; in fact, we find it difficult to complete parts of the curriculum without your assistance! The ways in which you can help are cooking, needlework, art/craft, with reading or maths games and accompanying children on external visits.

You do not have to be an expert in anything, and please do not feel afraid to volunteer, many parents give us invaluable help and it is fully appreciated.

## Photographs/Publicity

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### Consent for Photographic & Video Images

You may be aware that there are new data protection rules (GDPR) which came into effect in 2018. To ensure we are meeting the new requirements, we have recently sought new consents from parents for all photos and videos that may be taken during the course of the school year. If circumstances have changed and you would like to alter your previous wishes, please complete the attached form and resubmit to school or pop into the office.

We always take a photograph of your child each year for identification and safety purposes and this is stored on our information management system. These photos fall outside of this consent as they enable us to perform the contract we have entered into with pupils/parents relating to the provision of education and to deliver education in accordance with public interest.

We sometimes however, take other photos of pupils which we use to give people an idea of what life is like in school. It is these photos for which we require consent.

Please note that photos and videos taken by parents, such as those at sports days and Christmas shows, are counted as 'personal' use and are not covered by GDPR. Your photos however, must not be shared on any social media in line with our Social Media policy.

## Accelerated Reader

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This highly motivational reading programme is used from Year 3 – Year 6. Children take an online Star reading test at the beginning of each main term. This provides a ZPD range from which children can select books. Books are all graded and managed in the library. Children are initially guided to select reading books from the lower level of the band. After reading their book, they access an online quiz. Success is recorded as a percentage. Children are free to choose books; however, the teacher can advise on the next book to choose based on the outcome of the reading quiz. A designated teacher acts as AR manager and regularly provides teachers with updates on pupil progress. Statistics can identify specific areas of performance; which teachers can use. AR reading takes place once a day to allow children to access quizzes immediately after completing a book. Teachers use AR reading sessions to read with children, discuss progress or provide motivational reminders.

We value the importance that you as parents have in the development of your child's reading and we hope that you will play an active part in sharing books with your child. Children can choose from a wide variety of books that include both fact and fiction. Each child is given a reading record booklet for you to use with your child to record their reading.

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## School Council

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Throughout our school we recognise the value of pupil voice and children having the opportunity to be involved in decision-making. Our School Council provides a way for the children to get involved in the important decision-making processes of our school and for them to feel that their ideas and opinions are listened to and valued through meaningful feedback. The Council comprises one representative from each class from Reception to Year 2 and two representatives from each class from Years 3 to 6. At the beginning of each academic year, every child is given the opportunity to nominate themselves for the role of class councillor and an election takes place in each class, reinforcing democracy as one of the fundamental principles of British Values. The School Council meets regularly to discuss current issues or school projects.

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## Secondary Transfer

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In Year 6, parents need to choose the secondary school to which their child will transfer in September. The Local Authority makes the decision as to which school the child will attend, based upon its admissions criteria. These are published annually online in the booklet "The Next Step", details of which are issued to parents of children when they reach the end of Year 5. Most children who leave Boringdon transfer to Hele's School and a few to Plympton Academy, but parents have a right to state a preference for other schools including the city's Grammar Schools. Close links have been established between the two Plympton Secondary Schools and their feeder Primary Schools. As part of the transition process representatives from the secondary schools visit our school, meet the children and discuss their individual needs with teaching staff.

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## Relationships and Sex Education (RSE)

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At Boringdon Primary we have introduced a whole school PSHE scheme called Jigsaw. Jigsaw combines PSHE, emotional literacy, mindfulness, social skills and spiritual development. An important part of the Jigsaw PSHE programme is delivered through the 'Relationships' and 'Changing Me' puzzle pieces which are covered in the summer term.

There are four main aims of teaching RSE:

- To enable children to understand and respect their bodies
- To help children develop positive and healthy relationships appropriate to their age and development
- To support children to have positive self-esteem and body image
- To empower them to be safe and safeguarded.

Each year group will be taught appropriate to their age and developmental stage. At no point will a child be taught something that is inappropriate; and if a question from a child arises and the teacher feels it would be inappropriate to answer, (for example, because of its mature or explicit nature), this information will be shared with you by your child's class teacher. The question will not be answered to the child or class if it is outside the remit of that year group's programme.

Below is a summary of RSE coverage within the Jigsaw scheme for each year group:

- Foundation (Reception) Stage - Growing up: how we have changed since we were babies
- Year 1 - Boys' and girls' bodies; naming body parts
- Year 2 - Boys' and girls' bodies; body parts and respecting privacy (which parts of the body are private and why this is)
- Year 3 - How babies grow and how boys' and girls' bodies change as they grow older
- Year 4 - Internal and external reproductive body parts, body changes in girls and menstruation
- Year 5 - Puberty for boys and girls, and conception
- Year 6 - Puberty for boys and girls and understanding conception to birth of a baby

## Site Security

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Sadly, due to the risk of vandalism and damage, the school grounds are closed and locked out of school hours and during school holidays, apart from those times the facilities are being used by authorised persons, for example by Premier sports.

Dogs, unless assistance dogs, should not be brought onto the school site at any time. Notices to this effect are positioned at the entrances to the school. There is also a "No Smoking" Policy in place throughout the school site and buildings.

We operate a 'secure site' policy, with all external gates and doors locked once children are in school, access being via the main entrance only. We are very much aware that the security of the children is of prime importance.

Therefore, we request that parents:

1. Report to the office before visiting classes between 8:40am and 3:15pm.
2. Collect sick children from the main reception area - where they will be supervised until you arrive.
3. Make appointments to see their child's teacher after school.

From 8:30am, the gates are closed and the only entry to the school will be via the Main Entrance. The front inner gates are locked during the school day. Please remember to use the Main Entrance if you need to collect your child from, or return your child to, school during school session times. School staff will challenge anyone found on the school site without permission.

Parents are asked not to approach any child during school time (8:40am – 3:15pm) without first reporting to the school office; this includes lunchtime and break.

## Special Educational Needs and Disability

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From time to time many children will need special help either to overcome a learning difficulty or to ensure that the curriculum fully extends their abilities. Specialist help is available within the school. Our Special Needs co-ordinator oversees all SEN issues and supports and advises the classroom teacher. Our classroom assistants work with small groups and monitor the progress of children. Additional help is available when appropriate from Educational Psychologists and other outside support agencies.

## Timings

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### Foundation Stage

Doors open	8:40am – 9:00am
Registration	8:50am – 9:00am
Morning Session	9:00am – 10:30am
Break	10:30am – 10:45am
Morning Session	10:45am – 12:00pm
Lunch	12:00pm – 1:00pm
Afternoon Sessions	1:00pm – 3:15pm

### Key Stage 1

Doors open	8:40am - 9:00am
Registration	8:50am - 9:00am
Morning Session	9:00am - 10:30am
Break	10:30am - 10:45am
Morning Session	10:45am - 12:15pm
Lunch	12:15pm - 1:10pm
Afternoon Sessions	1:10pm - 3:20pm

### Key Stage 2

Doors open	8:40am - 9:00am
Registration	8:50am - 9:00am
Morning Session	9:00am - 11:00am
Break	11:00am - 11:15am
Morning Session	11:15am - 12:15pm
Lunch	12:15pm - 1:10pm
Afternoon Sessions	1:10pm - 3:20pm

Children have a break of 15 minutes during the morning. Twenty minutes of each day forms registration and collective worship. The remainder of each day is teaching time:

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The school accepts responsibility for children from 8:40am. From 8:30 both the front and back gates are opened and the children come straight into school so that they are ready to start lessons at 9:00am.

The driveway gates are closed from 8:30am – 9:00am, and from 3:00pm – 3:30pm, to ensure the safety of children arriving and leaving the premises. The back gate entrance is closed at 9:00am and re-opens at 3:00pm.

Teachers are responsible for their classes from 8:40am, and can prove difficult for them to see parents before school. If you need to get a message to your child's teacher, please email them directly, send a note or inform the Office.

After school, teachers are available to see parents.

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## Term Dates 2023-2024

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### **Autumn Term 1:**

Wednesday 6th September - Friday 20th October

### **Autumn Term 2:**

Tuesday 31st October - Tuesday 19th December

### **Spring Term 1:**

Wednesday 3rd January - Friday 9th February

### **Spring Term 2:**

Tuesday 20th February - Thursday 28th March

### **Summer Term 1:**

Monday 15th April - Friday 24th May

### **Summer Term 2:**

Monday 3rd June - Friday 19th July

Professional Development Days (Non-Pupil Days) are Monday 4th September, Tuesday 5th September, Monday 30th October, Monday 19th February, Monday 22nd July and Tuesday 23rd July.

## Uniform

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The way in which the school's community is dressed is an important factor in helping to create an ordered atmosphere for the school's aims to be achieved. We hope that all concerned with the school will dress in a manner that will encourage pride, good standards and a positive image. The school colours are navy, pale blue and grey. We encourage the wearing of uniform and request that all parents support this.

Skirt, pinafores, shorts or trousers - Grey

Polo shirts - White

Sweatshirt or cardigan - Navy

Tights - Grey

Socks - White/Navy/Grey

Shoes - Navy/Black

Hair Accessories - Navy or Black

### **Summer**

Sun hat - Navy

Summer dresses - Navy/Pale Blue/Gingham

### **Physical Education**

All children must be provided with suitable clothes into which they can change for P.E. and a named bag to keep them in. Earrings, watches and other jewellery should be removed. Religious artefacts need to be removed or made safe. Health and safety law would usually take precedence over equality law because of the implication of the "safety of others" and the specific duty set out in the Health and Safety at Work Act 1974.

Plimsolls - black (elasticated or Velcro for KS1)

T-Shirt – House colours: Blue (Buckland) Yellow (Saltram) Green (Edgcumbe) Red (Cotehele)

Shorts – black/navy

Socks (short) – white /navy /grey

Trainers (outdoor games)

Children do P.E. in the hall in bare feet if they forget to bring plimsolls. Leotards and games skirts are not required.

In Years 3, 4, 5 and 6 the children would benefit from having tracksuit style trousers for outside games. Trainers are needed.

### **Hair**

Conventional hair styles and natural hair colours only are acceptable. Grade 1 cuts, tram lines, words and beading are not permitted. Gel should not be noticeable.

Parents are requested for safety and hygiene reasons that long hair is secured back for school, and particularly for P.E. and swimming.

### **Swimming**

Swimming lessons are at Plympton Pool and children will therefore need a one-piece costume or trunks which are not below the knee, a towel and a named plastic bag. The children swim in KS2 in year 4.

### **Art and Craft**

Children require an overall (old shirt or similar) to protect clothing.

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## **Jewellery**

Only watches and stud earrings may be worn at school. On the grounds of safety, these must be removed for P.E., this includes games and swimming. Rings, necklaces and bracelets are not to be worn. This policy applies equally to boys and girls.

These items (as with other personal belongings) remain the responsibility of the child at all times. Please do not let your child wear expensive items. The school will not accept responsibility for loss or damage or injury, if a child is unable to remove ear-studs for physical activities.

Other than ears, body piercing is not acceptable.

## **Cloakroom Space**

The school has very limited space, particularly in cloakrooms. Only a coat and small bag will fit onto coat pegs. Please ensure your child only brings a small bag, just large enough to contain essential items needed for school.

## **Children Are Responsible For Their Own Possessions - Please Name All Clothing/School Items**

Our school uniform is currently stocked by Excel School Wear and The Schoolwear Shop in Mayflower Street in the City Centre. Supplies of uniform items will also be available for sale at the new parents evening in June, for those children starting school in September. We also allow non-branded items in the school colours.

To order from Excel:

Email [info@excelworkwear.co.uk](mailto:info@excelworkwear.co.uk) to place orders for sweatshirts, cardigans, polo shirts, PE shirts, PE bags and Regatta coats embroidered with the school logo. These excellent quality products will be delivered to school where they can be paid for and collected. If you require any further information about uniform, please contact Excel on 346345.

Clothing can be ordered online from My Clothing, please visit: <https://myclothing.com/>

Used uniform is available from The Friends of Boringdon at £1 per item. Please donate any sweatshirts, cardigans, polo shirts, bearing the school logo and in good condition. All proceeds go to the Friends of Boringdon. To donate or buy items of used uniform please contact the group by email on [friendsofboringdon@gmail.com](mailto:friendsofboringdon@gmail.com).

# West Country School Privacy Notice

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## Privacy Notice – Parent Data

### General Data Protection Regulations (GDPR) 2016

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations. The term 'parent' is used here as defined in section 576 of the Education Act 1996.

- A parent of a pupil
- Any person who is not a parent of a pupil but who has parental responsibility for the pupil
- Any person who has care of a pupil

Personal data is held by Boringdon about parents of all pupils on roll. Boringdon Primary School is a member of the Westcountry Schools Trust (WeST). Parent data assists in the smooth running of the school and is used to support pupil's wellbeing and learning.

### The categories of parent information that we collect, hold and share include:

- Personal information (such as name, gender and address)
- Contact details (such as e-mail address, telephone number or place of work)

### Why we collect and use this information

We use the data:

- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the statutory requirements regarding reporting student attendance and progress
- to ensure that there is effective communication between school and home

### The lawful basis on which we use this information

WeST Schools process parent information under article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

<https://www.eugdpr.org/>

### Collecting parent information

Whilst the majority of parent information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### Storing parent data

WeST schools hold parent data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Headteacher/Principal or school administrator if you would like more information about the retention periods being applied.

### Who we share parent information with

Schools use a range of trusted service providers to help support the smooth running of education systems.



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## **We routinely share parent information with**

- schools that the pupils attend after leaving us
- our local authority and approved LA partners
- Approved public service partners (NHS, Police, social services)
- Management Information Software suppliers and associated programmes. Capita Business Services, Parentpay Ltd, Groupcall Ltd.

## **Why we share parent information**

We do not share information about our parents with anyone without consent unless the law and our policies allow us to do so.

## **Requesting access to your personal data**

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information please submit your request to the data controller.

## **Data subject rights**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

WeST Data Protection Officer: [DPO-WeST@westst.org.uk](mailto:DPO-WeST@westst.org.uk)

Or in writing to:

Data Protection Officer  
Westcountry Schools Trust  
Harford Road  
IVYBRIDGE  
PL21 0JA