



# **Birchanger Church of England (VC) Primary School**

## **Parent Information Pack**

September 2016

Birchanger Church of England Primary School  
Birchwood  
Birchanger  
Near Bishop's Stortford  
HERTS CM23 5QL  
Telephone 01279 812362  
E-mail [admin@birchanger.essex.sch.uk](mailto:admin@birchanger.essex.sch.uk)

Dear Parents

I would like to extend a very warm welcome to Birchanger Church of England Primary School and thank you for your interest in sending your child to our school.

We are a small, friendly school at the heart of Birchanger village. Our vision 'Learn to Love, Love to Learn' is at the centre of all we do and our children are encouraged to be actively engaged in learning while being kind, considerate and thoughtful towards others within the school and wider communities. As a Church School we acknowledge that Christian principles form the basis of our relationships and underpin the whole curriculum. We provide a broad and balanced curriculum which develops the children's learning according to their age and needs within the context of a caring community.

Our school values each individual, recognising that each child is unique and as such deserves equal access to all aspects of school life and the opportunity to be the best they can be. An engaging curriculum and a wide variety of musical, sporting and creative opportunities enable our children to develop into happy and confident young people, equipped to face the challenges of life in the twenty first century.

We feel that your involvement throughout your child's education journey is vital and we will provide regular opportunities to keep you informed about life in school and the progress of your child. We are keen for parents to be involved in school life and if you have any time to come into school and work with us, you will be made very welcome.

I hope that this prospectus will provide you with all that you need to know about our school. I would also invite you to visit our website [www.birchanger.essex.sch.uk](http://www.birchanger.essex.sch.uk) which will give you a flavour of life at Birchanger School.

Yours sincerely,  
Helen Coop  
Headteacher

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## Status and character

Church of England (Voluntary Controlled) Primary School

Boys and girls 4 – 11 years

Number of pupils on roll as at September 2016: 109

## Contacting the school

Telephone: 01279 812362

E-mail: [admin@birchanger.essex.sch.uk](mailto:admin@birchanger.essex.sch.uk)

Website: [www.birchanger.essex.sch.uk](http://www.birchanger.essex.sch.uk)

Address: Birchanger C of E (VC) Primary School  
Birchwood, Birchanger  
Bishop's Stortford  
CM23 5QL

## School Office

The school office is the first point of contact for day to day information about our school. Mrs Field, our school secretary, is available between 8.30am and 4pm and she is assisted by Mrs Gaulton in the mornings.

Please report to the school office when visiting or dropping off messages and belongings. This will ensure that we know who is in school at all times and enable us to comply with our safeguarding procedures.

Please contact the office if you would like to arrange a meeting with the headteacher, your child's class teacher or any other member of staff.

## Admissions

Essex Local Authority manages admissions on our behalf. Details of the admissions policy and how to apply for admission can be found on the school website, by contacting the school or from the County website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

Parents of prospective pupils are invited to bring their children to visit the school prior to their admission. We like new parents to visit during the working day so that they can see the school in action and we hold an Open Morning in the Autumn Term for this purpose. Parents who are unable to make this date are invited to contact the school office to arrange a visit.

Parents of new entrants will be invited to bring their children to visit their new class and teacher on a regular basis during the Summer Term prior to admission. We also hold an information evening for new parents during the Summer Term and arrange visits for parents to meet the Early Years Teacher to discuss their individual child and answer any questions.

## Our School Vision and Values

### 'Learn to Love, Love to Learn'

Everything we do at Birchanger Church of England Primary School is built on the Christian values of **Love, Care, Courage** and **Truth**. This ensures that every child can achieve their full potential in a safe, happy, caring and fulfilling environment and that they are equipped to make a positive contribution to society. We are committed to the pursuit of excellence in all we do – in our work, our play and our relationships with each other.

#### **This means that:**

<b>Love</b>	We treat each other with respect and kindness. We always listen to each other's point of view. We help and support each other in our learning.
<b>Care</b>	We understand our responsibilities and care for our school, local environment and our community. We understand our duty to care for and value the amazing world we live in. We learn about and care for people worldwide who suffer and whose lives are hard and look for ways to actively help them.
<b>Courage</b>	We are enthusiastic and resilient in our learning so that we can achieve our very best. We learn to support each other to share and overcome our doubts and fears. We learn to support each other to always do the very best we can. We learn to be confident and happy about the person we are. We learn to celebrate and share in other people's success.
<b>Truth</b>	We learn the importance of being truthful in all situations. We learn how to make right and good decisions for us and for others. We are encouraged to be true to ourselves.

## Who's Who at Birchanger School

### Teaching Staff

Mrs H Coop	Headteacher
Mrs S Miles	Ladybirds Class Teacher - Foundation Stage
Miss A Lucas	Hedgehogs Class Teacher - Year 1 and 2
Mrs S Vessey	Badgers Class Teacher - Year 3
Mr L Channing and Mr R Ballard	Squirrels Class Teacher - Years 4
Mrs D Casey and Mrs H Hounsom	Owls Class Teacher - Years 5 & 6
Mrs A Cook	Senco/ Inclusion Lead
Mr T Bromley	Sports Coach

### Learning Support Staff

Mrs T Austin	Learning Support Assistant
Mrs P Bates	Learning Support Assistant
Mrs C Bayford	Learning Support Assistant and Midday Assistant
Mrs C Bullo	Learning Support Assistant
Mrs H Culpin	Learning Support Assistant
Mrs S Gunn	Learning Support Assistant and Midday Assistant
Mrs J Marns	Learning Support Assistant and Midday Assistant
Mrs K Russell	Learning Support Assistant and Midday Assistant

### Non-Teaching Staff

Mrs C Field	School Administrator
Mrs K Gaulton	Administrative Assistant
Miss H Shirley	Cleaner-in-Charge
Mrs C Santos	School Cook
Mrs T Ellis	Kitchen Assistant
Mrs A Watkins	Midday Assistant
Mrs S Sault	Consortium Health & Safety Adviser
Mrs S Smith	Consortium Finance Officer
Mr J Middleton	IT Technician

## **Governors**

Mrs Susan Haggerwood-Bullen	Local Authority	Chair of Governors
Mr Andy Kay	Parent Governor	Vice-Chair
Mrs Helen Coop	Headteacher	
Vacancy	Foundation DEC	
Mr Peter Davy	Community	
Mrs Justine Doherty	Parent Governor	
Mrs Elizabeth Godwin	Community	
Mr Iain Rankin	Parent Governor	
Miss Amanda Lucas	Staff Governor	
Mr Nigel Pett	Clerk to the Governors	

The School Governors are like a Board of Directors and make decisions about how the school is run. They meet at least once a term as a body, more regularly as committees and individual Governors regularly visit the school. School Governors have legal duties, powers and responsibilities.

The Governing Body of Birchanger CofE Primary School is made up of parents, teachers and local church, Parish Council and community representatives.

As a rule, Governors serve for terms of four years on the Governing Body. Parent Governors are elected every four years by other parents. They bring the views of the parents to the Governing Body, but they speak and act as individuals.

## **Parent Teacher Association**

We have an active Parent Teacher Association. All parents are automatically members of the PTA and are welcome to join the organising committee or stand for election as a committee postholder. Even if you feel unable to serve on the committee, your help at one or two events during the year and support by attending events would be much appreciated. A full programme of social and fund-raising activities takes place throughout the year and the PTA annually raise a considerable amount of money. This money is used in school to pay for activities and resources that enrich and enhance the curriculum.

## Curriculum

We offer a broad and balanced curriculum taught through a topic based, cross-curricular approach. Each class has a theme which usually runs for half a term and provides a focus for learning. This theme provides a context in which children learn and practice core skills in English, Maths and Computing. Over the course of a year children will experience a number of topics and through these will develop knowledge and skills in a range of subjects such as Science, Geography, Art and Music. We also teach our pupils the skills needed to be good learners, for example working in a team and persevering when something is challenging. We aim to provide as many enrichment opportunities for our pupils as possible both inside and outside the school day. We aim to make school fun, foster a love of learning and ensure every child leaves Birchanger with the knowledge and skills they need for the next stage in their education.

## English



Learning in English includes speaking and listening, reading and writing. The children are encouraged to practise and apply these English skills across the whole curriculum.

We recognise that speaking and listening are the foundations of learning in English and plan opportunities for pupils to engage in activities such as presentation, discussion and drama.

We encourage children to become enthusiastic, independent and reflective readers. Through phonics and key word learning children develop reading fluency and spelling.

Understanding of the written word is developed through the study of a range of texts in class sessions, group reading and individual learning. There is a wide collection of fiction and non-fiction books available to the children in their classes and in the School Library. Children are able to borrow books from the School Library to take home, along with their reading book. As part of their regular homework for Literacy, the children are encouraged to read to an adult on a daily basis at home. There is a Home-School Diary to support this.

Children are given opportunities to write for varied purposes - they write for a variety of audiences and in a variety of forms, such as stories, poems, letters and factual reports. Children are encouraged to write independently and to plan, draft and improve their work on paper and on the computer.

Pupils learn to use grammatical terms correctly, to develop their ability to punctuate their work, to accumulate a bank of words that they can spell correctly and to develop a clear and legible joined-up style of handwriting. They learn strategies for spelling and are given spellings to learn at home.

## Mathematics

Mathematics is an essential part of the curriculum and is taught through a daily mathematics lesson. A good foundation in numeracy is essential and so the children are taught how to understand the number system and the calculation skills needed to solve problems in a variety of mathematical and real-life situations. The children also develop their skills, knowledge and understanding in other areas of mathematics, such as geometry (shape), measures and statistics (handling data.) They have regular opportunities to learn and use mental mathematics strategies and to develop a wide mathematical vocabulary.



## Computing

Computers are used widely to support the rest of the curriculum, for example researching, analysing and presenting information. Computers are also used for practicing basic skills such as phonics and mental mathematics through computer games and activities.

Computing skills including programming are taught and children learn about e-safety. The school is well resourced with Ipads, laptops and other equipment such as Easispeak microphones and Flip video cameras.

## Science

The children are encouraged to develop their scientific knowledge, understanding and thinking through a programme of work which focuses on the study of Life Processes and Living Things, Materials and their Properties, and Physical Processes.

Children have the opportunity to use the skills associated with scientific methods of investigation, namely observation, questioning, prediction, investigation and interpretation.

## Geography

In this subject the children are encouraged to develop an understanding of the features and conditions which make up the physical environment and to appreciate how people have used that environment with positive and negative effects. They develop geographical skills, including making and interpreting maps and using globes, maps, plans and atlases of a variety of scales.

They undertake field work in different localities, and they learn to ask questions and propose solutions to environmental issues.



## **History**

Children are given opportunities in this subject to develop an awareness of the past and how it has influenced the present. They study different episodes and development in Britain's history including the Stone Age, Romans and Vikings as well as events within living memory. Children learn about ancient civilisations in other parts of the world. The children use a variety of artefacts, pictures, stories and other sources to learn about the past and to ask questions about it. They develop a sense of chronology through their study of people, events and changes.

## **Modern Foreign Languages**

All children from Years 3 to 6 have a weekly French language lesson. Children learn vocabulary and language structures through a structured programme, incorporating speaking, listening, reading and writing.

## **Art**

In this subject the children are taught to use a range of materials, tools, and techniques through undertaking practical projects which involve pattern, texture, colour, line and tone, shape, form and space. They are encouraged to record their observations and to express their ideas or feelings in two- or three-dimensional forms. They are introduced to the work of artists, craftspeople and designers from a variety of cultures.

## **Design and Technology**

We aim to give children the opportunity to work with a range of materials to develop their knowledge, skills and attitudes in designing, making and in evaluating their work. They have opportunities to carry out projects, exploring the areas of food, textiles, structures and mechanisms. We encourage the children to assess real-life designs and products and to appreciate the impact of technology on everyday life.

## **Music**

The children's enjoyment and understanding of music is developed through activities that involve listening, performing and composing. They are given opportunities to practise their musical skills of singing and playing classroom instruments and to listen to, discuss and appreciate music from a wide range of periods and cultures.

Throughout the school year many musical events are held, including Christmas and End of Year performances for both Key Stage 1 and Key Stage 2. Older pupils may also take part in various Choral Festivals.

In Key Stage 2, pupils have the opportunity to have individual or small group lessons in instruments including guitar, piano and drums. There is a charge for these lessons.

## Physical Education

The children develop the physical skills, knowledge, understanding and creativity to participate in games, gymnastics, dance, swimming, athletics and outdoor adventurous activity. They learn to use safely both large and small apparatus, indoors and outside. They plan, develop and evaluate their work, both individually and in groups, learning to develop positive attitudes to fair play and sporting behaviour. They also learn the importance of physical activity in promoting a healthy lifestyle.

Children take part in friendly inter-school games, sporting events and festivals.

Mr Bromley, our sports coach, takes each child in the school for PE once a week and a further weekly PE session is led by class teachers.



## Religious Education

The Religious Education in our school is based on the Essex Agreed Syllabus, entitled 'Explore.' The Religious Education curriculum aims to provide children with opportunities to learn about and to learn from religion. This includes a study of aspects of Christianity, Judaism, Islam, Buddhism, Sikhism and Hinduism.

We help children to understand themselves as people, and we believe that the very lives we live in school, and our relationships with one another, are the foundations of religion in general.

Parents have the right to withdraw their child wholly or partly from Religious Education. Please speak to the headteacher if you would like to discuss this.

## Collective Worship

A daily assembly is held in school led by the headteacher and other staff. As a church school, our assemblies are based on the rites of the Church of England although we introduce the teachings, beliefs and celebrations of other faiths. Each Tuesday the assembly is led by a member of the church community. On Fridays a 'Celebration Assembly' is held at 2.45pm and parents are welcome to join us for this assembly each week. Class assemblies are held on Fridays through the year when children from each class share an aspect of their learning with parents and the rest of school. As a school, we have services in the parish church for special occasions such as Christmas and Easter which parents are welcome to attend.

Parents have the right to withdraw their child wholly or partly from Collective Worship. Please speak to the headteacher if you would like to discuss this.

## **Sex Education**

Many aspects of Sex Education occur quite naturally during the children's work, particularly in Health Education and Science, and such work often stimulates discussions and questions of an informal nature which are answered factually and honestly as they arise. A more structured Sex Education programme, focussing on physical and emotional changes in puberty, is introduced to Year Five and Six children, often with the help of the School Nurse. Parents are invited, in advance, to view the materials, books and information made available to the children, in accordance with the Governing Body's policy that any formal Sex Education should always be preceded by consultation with parents. Parents can withdraw their children from all or part of the Sex Education provided, except that which is required as part of National Curriculum Science.

## **Forest School**

Learning outdoors is a fantastic way to develop speaking and listening skills, imagination and teamwork. Mrs Miles, our Early Years teacher is a Level 3 Forest Schools Leader and leads weekly Forest School sessions. Our youngest children follow the Forest School programme all year and the other year groups have half a term each. Waterproofs and Wellington boots are a necessity – the only weather that stops us going down to the woods is a high wind.



## **Personal Social Health and Citizenship Education (PSHCE)**

We have adopted the 'Cambridgeshire Personal Development Programme' as the basis for learning in PSHCE. Our aim is to provide children with the necessary skills and understanding to make informed choices about the way they lead their lives and to help them to become healthy, independent and responsible members of society.

## **Homework**

Homework can make an important contribution to pupils' progress at school, consolidating and reinforcing skills and understanding, especially in English and mathematics. It can encourage pupils, as they grow older, to develop the confidence and self-discipline needed to study on their own and prepare them for the requirements of secondary school. In all classes, children are given regular homework which may include reading, practicing spellings or sounds and learning multiplication facts.

## **Children with Special Educational Needs**

The school adopts a range of teaching styles to ensure that planned activities match the needs of our learners. Pupils on the Special Needs Register have targets set in their Individual Education Plans. Early recognition of individual needs ensures that effective intervention programmes are implemented. The school's Learning Support Assistants give extra support in English and mathematics to pupils in class, under the direction of the class teachers. Very effective links have been made with outside agencies to ensure that our pupils with special learning needs receive appropriate support.

Our provision for pupils with special educational needs is co-ordinated by the school Special Educational Needs and Disability Co-ordinator (Senco.) The school's Special Educational Needs Information Report is published on the school website and is updated annually. The Headteacher reports regularly to the Governors to enable them to maintain a general oversight of the school's work in this area.

## **Disability Equality**

Birchanger C of E Primary School is committed to ensuring equal treatment of all children, employees and others involved in the school community with any form of disability. We strive to celebrate diversity and ensure that people with disabilities are able to fully participate in school life.

## **Child Protection**

Our school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. The school follows the Essex Safeguarding child protection policies and procedures.

The Headteacher is the designated person for child protection and will liaise with relevant agencies on any matters relating to child protection.

## School Council

Two representatives from each year group are elected to the School Council each year. The School Council works with the Headteacher to make suggestions and decisions about aspects of school life. For example in recent years School Council has organised charity events, raised money for playtime equipment and organised a buddy system.

## Behaviour

The school is a caring Christian community in which behaviour is based on mutual respect and consideration for each other. A 'Behaviour and Anti-Bullying Policy' has been agreed by the Staff and Governors and this sets out the consistent approach to positive behaviour management which is followed throughout the school.

Our school rules are based upon rights and are the moral values which underpin all of the choices and decisions made by the school and its pupils. All staff support children in understanding and following the school rules:

**Be Kind**

**Be Safe**

**Be Responsible**

**Be Respectful**

**Be Healthy**

These rules cover behaviour in the school building, playground and during other school activities including visits and sporting events. The staff and children agree rules and routines based on these principles and the School Council meets regularly with the Headteacher to discuss issues of common concern.

Any serious behaviour incidents, bullying or the use of racist or abusive language are treated very seriously and referred to the Headteacher. Record of serious incidents are kept in the Behaviour Log.

Sometimes children may need extra help to learn to make the right choices and to learn how to behave appropriately in school. It is essential in this process that the school, child and parent work together to support and reinforce the strategy to change behaviour. In rare cases of serious breach or persistent breaches of the school's behaviour policy, exclusion from school may be imposed. A detailed statement of Essex County policy in this respect is available at the school.

## House System

Our house system encourages a sense of community and friendly competition. Each child belongs to a house. Children earn house points for achievement in their work, a positive approach to learning and demonstrating good conduct around school. House Point totals are collected weekly and an Achievement Cup is awarded to the house with the most points. A shield is also awarded to the most successful house on Sports Day. Our houses are named after trees which can be found (or in the case of Cedar, could be found) in the village:

Birch	Blue
Cedar	Red
Willow	Yellow



## **The School Day**

8.45am	Doors open
8.55am	Lessons start
10.45am – 11am	Morning break
12.00 – 1.15pm	Lunch time for Foundation Stage, Year 1 and Year 2 pupils
12.15 – 1.15pm	Lunch time for Years 3, 4, 5 and 6 pupils Pupils in Foundation Stage, Year 1 and Year 2 have an afternoon break
3.15pm	School ends

## **Dropping Off and Collecting**

The door to each classroom opens at 8.45am and lessons start at 8.55am.

Parents of children in Ladybird's Reception Class bring their children into the classroom and help them to settle at an activity. At the end of the day, Ladybirds' parents collect their children from inside the classroom.

From Year 1 we operate a 'kiss and drop' policy – children should say goodbye to their parents and enter by themselves. Class teachers like to be available for children first thing in the morning, so if you have a message for your child's class teacher, please let the school office know and they will pass the message on. If you require a longer conversation with your child's teacher, please contact the school office to make an appointment to see the class teacher. At the end of the day, parents wait outside the appropriate door for their children.

## **Emergencies and Bad Weather**

Parents are asked to complete an emergency contact form at the start of each school year and let the school office know immediately if any details change so that we can get hold of someone in the unlikely event of an emergency.

In the event of severe weather conditions, a notice will be placed on the school website and on the Local Authority website at:

<http://www.essex.gov.uk/education-schools/schools/dates/pages/emergency-school-closures.aspx>

## **Attendance and Punctuality**

Regular attendance at school is vital for children's academic and social development. We encourage children to attend school every day and a weekly attendance cup is awarded to classes with 100% attendance and termly certificates are presented to children with 100% attendance.

### **Illness**

Please notify the school office on the first day of each absence before 9.00am. This should be followed up in writing on the day of return.

## **Lateness**

If a child is late, please report to the school office so the attendance register can be completed.

## **Holidays**

There is no legal right to take children out of school during term time for holidays. Absence is likely to be detrimental to pupils' progress and parents should not therefore take their children on holiday during term time.

If you feel there are exceptional circumstances which necessitate term time absence please contact the school office for a holiday request form and explain the reasons in writing. The headteacher will then consider whether authorisation can be given for the time away from school.

Essex policy in September 2015 states "If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school."

## **Enrichment Clubs**

We offer a range of after school and lunchtime clubs to enrich our curriculum e.g. sports, art, music, cooking. A clubs letter is sent out at the beginning of each term with details of the clubs running during the term. There is a booking slip attached which should be returned to the school office. Children are asked to make a commitment when joining a club and are expected to attend each week. If a club is cancelled, for example due to bad weather, the office staff will contact parents.

## **Breakfast Club and After School Club**

Stortford KidsOut operates a Breakfast and After-School Club based in our school hall. The club runs 7.30 – 9am and 3 – 6.30pm daily in term time. Qualified leaders organise activities, crafts and games for the children and provide a light snack. For more details please ask at the school office, visit the website <http://www.stortfordkidsout.co.uk> or contact Linda at [lindavies@stortfordkidsout.co.uk](mailto:lindavies@stortfordkidsout.co.uk)



## Medicine in School

From time to time pupils may require medication in school. This may be for an on-going condition or as the result of an illness from which they are recovering.

Parents wishing the school to administer prescribed medication should complete a form obtainable from the school office, detailing the medication to be given along with the frequency, dosage and any other relevant information. **A verbal request from either pupils or parents cannot be accepted.** Only prescription medicines can be administered at school and the medication should be supplied in the original container, clearly labelled with the child's name, the medicine, the dosage and timing and the date. This must be handed in at the school office. Should non-prescription medicines be required, parents are invited to come in too school to administer medication to their own child.

Details of any medicines administered to children will be recorded in a Medicines Register, which is kept in the school office.

## School Meals

We work with TCS catering who cook tasty and nutritious school dinners, all prepared on the premises from fresh ingredients. School dinners cost £2.10 per day and can be ordered and paid for online.

Children may also choose to bring a packed lunch. We are a Healthy School and an Eco School. We ask parents to consider carefully what goes into packed lunches (no sweets or chocolate please) and use as little packaging as possible. As we have children who are allergic to nuts, we are a nut free school and ask that packed lunches do not include products or sandwiches that contain nuts.

## Snacks

Children are not allowed to bring sweets or chocolate to school. Pupils in Reception, Year 1 and Year 2 are provided with a healthy snack every day from a "Vegetable and Fruit Scheme" financed by the Government. Pupils in Years 3 to 6 may bring a healthy fruit or vegetable snack to school if they wish. We have a 'no nuts' policy in school.

## **Liaison with Parents**

There are lots of opportunities for you to share in your child's education:

Meet the Team meetings are held for each class in September. They last for around 20 minutes and are held either at the beginning or the end of the day. They provide an opportunity to find out from your child's teacher what the class will be working on during the term. The teacher will also talk to you about ways you can support your child at home.

A curriculum map with brief details about what the class will be studying each half term is sent home.

Parent/Teacher Consultation meetings are held during the Autumn and Spring Terms. There is the opportunity to see your child's work and discuss progress with the class teacher. During the Summer Term you will receive a full written report detailing your child's progress and attainment.

Parents are very welcome to make an appointment to see their child's class teacher at any time if there is anything you wish to discuss.

A sharing assembly takes place in the school hall on Friday afternoon at 2.45pm. The children take turns to share their work and parents and friends are invited to come and celebrate their achievements. The dates for these class assemblies will be published in the weekly school newsletter.

The school newsletter, the Birchanger Buzz, is published every Friday. Other letters regarding class events, visits and school admin are sent home in book bags. Where possible we also email letters home.

Parent Coffee Meetings are held with the headteacher termly in the school. This is an opportunity to discuss items of general interest to do with the school.

## **Complaints Procedure**

From time to time some parents may have a concern about their child's education. Because of our emphasis on partnership we hope that all concerns can be dealt with speedily at school level by informal means. The first person to consult is the child's Class Teacher, making an appointment through the school office. The Headteacher is available after school and in the morning, if the matter is urgent. If parents are unable to come into school, they are welcome to telephone the school and ask for the appropriate person to ring them back. If you feel your complaint has not been dealt with satisfactorily, there is a statutory procedure established by the school for dealing with complaints. Details of this formal process are available from the school, but you are asked to discuss your concerns with us first, so that we can ensure that we have done all we can to resolve the situation.

## Uniform

The school encourages the wearing of a simple uniform, based on the colours navy blue, sky blue and grey.

### Boys

Sky blue polo shirts/blue shirts  
Navy or Grey trousers/shorts  
  
Navy sweatshirt/navy fleece  
Navy school coat (optional)

### Girls

Sky blue polo shirts/blue blouses  
Navy or Grey skirt/pinafore  
dress/trousers  
Navy cardigan/navy fleece  
Navy school coat – optional  
Light blue gingham summer dress  
(optional)

### Footwear

Children should wear black school shoes. No trainers except for PE.

### PE Kit

- Sky blue t-shirt and navy sports shorts
- Outdoor PE kit of navy jogging trousers and a navy sweatshirt and is recommended for the cold weather
- Reception-Year 2 pupils should wear Plimsols or trainers
- Year 3 -6 pupils should wear trainers
- PE Kit should be kept in school so it is available every day. It will be sent home at half terms for washing

### Swimming

Children taking part in swimming lessons will require a swimming costume/trunks, swimming hat (girls and boys), and a towel on the appropriate day.

Children are encouraged to wear a watch if they wish to. Small stud earrings may be worn but no other jewellery is allowed in school. Children must remove earrings for PE. If they are unable to do this please remove earrings at home on PE days.

Children should not wear make-up or nail varnish and we ask that, where possible, hair accessories are in school colours and not overly elaborate!

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

## **Ordering Uniform**

Many standard plain uniform items can be bought from high street shops. If you wish to buy items with our school logo we have a simple and secure service for you to order your child's school uniform on line and pay using a credit/debit card. Parents should log on to the School Trends website at [www.stparent.co.uk](http://www.stparent.co.uk) , type **Birchanger** in the school name section and follow the straightforward on screen instructions. A parent organises uniform ordering on our behalf. Her contact details can be obtained from the school office.

Orders are normally delivered to school packaged individually for your child. However, occasionally (during the summer) orders will be delivered during the school holiday. A member of the PTA will personally deliver Reception Class uniform orders to your home in time for the new term in September. Older year groups are kindly requested to ensure their orders are placed in time to allow for delivery to the school during term-time.

Orders are placed with School Trends on a bi-monthly basis throughout the year and ordering deadline dates can be found on the school notice board in the playground. The contact details of the PTA member who administers uniform orders for the school are available from the school office. She is always happy to offer advice.

Also available online are small and large rucksacks embroidered with the school logo. Alternatively, book bags can be purchased from the school office for £4.00 each.

**We hope you have found the information in this pack useful. Please do not hesitate to contact us if you have any queries and we look forward to welcoming you to our school.**