



Burnt Tree Primary School

Head Teacher: Mrs J Evans

The staff and Governors welcome you to Burnt Tree School!

Our school vision is:

Burnt Tree is a place where everyone matters!

Burnt Tree Primary is a welcoming, safe and friendly school. As an inclusive school, we ensure that everyone is treated fairly and provided with opportunities to achieve their full potential. We seek to motivate and inspire pupils through creative and innovative teaching and learning providing an irresistible curriculum that recognises and celebrates diversity. Working together we will enable our pupils to become lifelong learners who are independent, responsible and respectful.

Our professional, approachable staff and Governing Body work in partnership with families to promote enjoyment, achievement and well-being for all of our pupils.

Burnt Tree is a Sandwell Local Authority Community Primary School. In this booklet you will find most of the information you will need for this school year.

If there is anything else you would like to ask please feel free to ring or call in and ask at the office or talk to your child's class teacher at the end of the day. We will always be very happy to answer your questions.

We have a monthly newsletter which is sent out on the last Friday of the month.

Class Teachers produce a newsletter each term to keep you up to date with your child's learning. We also have termly parents meetings in which you can talk privately to your child's class teacher about their learning and their progress.

It is very important to us that you and your child are happy. There will be many opportunities during the year to come into school and share activities with your child and celebrate their achievements. If you would like to get more involved by helping in school let us know, we will be very pleased to see you!

If you have any concerns or complaints we need to know so that we can continue to improve. Please ring or call into school and see Mrs Evans.

We look forward to welcoming you and your child to Burnt Tree School.

The School Day

8.45 am	School opens
8.55am	The register is taken
11.45am - 12.45pm	Reception and Nursery Lunchtime
12.00pm - 1.00pm	Years 1 and 2 Lunchtime
12.30pm - 1.30pm	Years 3, 4, 5 and 6 Lunchtime
3.30pm	School ends
8.45 -11.45am	Morning Nursery session
12.30 - 3.30pm	Afternoon nursery session

Children will be marked late if they arrive after 8.55am or 1.05pm.

If children are more than 30 minutes late it is recorded as an unauthorised absence.

Admissions

Burnt Tree Primary School has adopted the Sandwell LA Admissions Policy and Guidelines. These can be provided on request to the School office or on the website.

Priority will be given to pupils with Special Educational needs or those who are Looked After. Classes contain no more than 30 pupils

Attendance

Attendance is very important; children need to be at school everyday. We work closely with the Local Authority Attendance Service to support families whose attendance falls below the expected level of 97%

If children need to leave during the school day because of a medical appointment or illness they must be signed out at the School Office. We have a separate Attendance policy which you may have a copy of; it can be requested through the school office or on the website.

Legislation introduced in September 2013 states holiday in term time can no longer be authorised. The Governors have agreed that they may authorise up to 5 days leave of absence in exceptional circumstances.

Medicines

If your child needs medicine during the school day, please see Mrs Evans; we are only able to administer medicine that is on a prescription from a Doctor.

Term Dates and Holidays 17/18

Autumn term 2017

- Term starts: Monday 4 September 2017
- Half term holiday: Monday 23 October to Friday 27 October 2017
- Term ends: Wednesday 20 December 2017
- Christmas holiday: Thursday 21 December 2017 to Monday 1 January 2018

Spring term 2018

- Term starts: Tuesday 2 January 2018
- Half term holiday: Monday 19 February to Friday 23 February 2018
- Term ends: Thursday 29 March 2018
- Easter holiday: Friday 30 March to Friday 13 April 2018

Summer term 2018

- Term starts: Monday 16 April 2018
- Bank holiday: Monday 7 May 2018
- Half term holiday: Monday 28 May to Friday 1 June 2018
- Term ends: Friday 20 July 2018
- Summer holiday: From Monday 23 July 2018

Teacher Training Days

1. Monday 4th September 2017
2. Tuesday 5th September 2017
3. to be confirmed
4. to be confirmed
5. to be confirmed

School Governors

The School Governors meet once each Half Term. Their role is to support and challenge the school to obtain the best possible outcomes for each pupil. If you would like to speak to a member of the Governors, please see Mrs Evans or write to Miss Bitchenor, care of the school.

Chair of Governors	Miss Joyce Bitchenor Safeguarding Governor
Parent Governors	Mr Lamin Jassey Mrs Angela Braham
Co-opted	Mr Hamohan Sood Vice Chair Mrs Sukhbir Mann Mr Abdul Qayyum Mrs Jayne Bayliss Mrs Sheila Reid-Simms Mr Muhammed Loan Fr Martin Ennis
LA Governors	Miss Joyce Bitchenor
Staff Governors	Mrs Jo Evans - Head Teacher Mrs Claire Brown

School Personnel

Head Teacher: Mrs J Evans,

Deputy Head Teacher: Mrs Jayne Bayliss

Assistant Head Teacher: Mrs Leanne Blakeley and Miss Louise Giles

Office Staff: Mrs C Brown, Mrs P Felton, Mrs K Mullally and Mrs S Poulton

Family Support Worker: Mrs M Hardwick

Lunchtime Supervisors : Mrs N Burrows, Mrs S Akhtar, Mrs R Begum, Mrs Y Begum, Mrs B Kaur, Mrs S Wasaf, Mrs A Kraswkiewicz, Mrs K Clabby, Miss G Cotton, Mrs U Jan, Mrs R Kosar and Mrs P Ebonga

Site Manager: Mr J Timbrell

Cleaners: Mrs N Burrows, Mrs S Lemek, Ms K Vowels and Miss N Hare

Foundation Stage Robins	Mrs Bayliss Miss O Shea	
Foundation Stage Magpies	Miss Aneta Mrs Fergusson Miss Wakeman Mr Anzel	
Foundation Stage Doves	Mrs Divito Miss Goring Mrs Waqas	Some staff TBC
Middle phase		
Year 1 Sparrows	Miss Menges Miss Hine	
Year 1 Penguins	Miss Bailey Miss Tolladay Mrs Ononeme	
Year 2 Cuckoos	Miss Morris Miss Marlow	
Year 2 Flamingoes	Mrs Aston Mrs Andrews Mrs Nicholls	
Year 3 Eagles	Mrs Patel Miss F Begum	
Year 3 Wrens	Miss Wood Mrs Wright	Some staff TBC

Upper Phase	
Year 4 Starlings	Mrs Wood Miss Jones Miss Blakeley
Year 4 Falcons	Miss Giles Mrs Watkins Mrs Mall Mrs Wilkes
Year 5 Woodpeckers	Mrs Brant Mrs Langford Mrs Franklin Mrs Giles
Year 6 Kingfisher	Mr Ramsey

Some staff TBC

Uniform

White blouse, shirt or t-shirt

Plain, dark (black or grey) trousers, shorts, or skirts.

Royal blue school sweatshirt, cardigans or jumpers,

School sweatshirts 22" -34" £8.00

Cardigans 24"- 34" £11.00

School book bags £3.75

Water bottles £1.50

These can be purchased/ordered from the school office.

PE clothes

For PE lessons, your child will need:

A white T-shirt with black shorts or leggings and a pair of black pumps for indoors.

Trainers are acceptable for outdoor PE.

These should be kept in a drawstring bag in school

For swimming lessons your child will need a swimming costume and a towel.

Please mark all clothes with your child's name.

Jewellery

The wearing of jewellery is discouraged. Your child must be able to remove any bangle or earrings for PE, for health and safety reasons. We cannot accept responsibility for any valuable items brought into school.

Religious Education

The school follows the statutory requirements for the teaching of RE. A child may be excused wholly or partly from attendance at Collective Worship or from RE lessons at the request of parents, in writing, to the Head Teacher.

School Lunches

We are very proud to be a Healthy School and encourage all pupils to eat well. School Lunches are provided by SIPS Education Caterers Services. The LA website www.lea.sandwell.gov.uk/ has details of menus. Many staff eat school lunches and the children have a say in what is served through the School Council.

Packed Lunches must not contain hot food or large chocolate bars, sweets or fizzy drinks. Children will be asked to take these home again.

Meals cost £2.30 per day and £11.50 per week. Money should be sent in a named envelope on Monday morning. Envelopes are on sale at the School office.

Homework

Each week your child will be given an activity to complete in their learning log. They will also have spellings to learn, a reading book and we encourage them to practice their times tables regularly.

Clubs

Breakfast Club starts at 8am everyday, children have cereals and toast and take part in activities. This costs £1.50 a day. Please see the School Office for an application form.

We have a range of clubs which run after school, due to high demand these are booked each half term.

Child Protection and Safeguarding

Your child's safety is our main concern. For this reason, we follow the Sandwell policy for Safeguarding. This means that we will contact Social Services if we have any concerns. The Designated Safeguarding Lead for Child Protection is Mrs J Evans, Head Teacher.

If you have any concerns about the safety of your own child or others please do not hesitate to contact Mrs Evans or Miss Bitchenor Chair of Governors, through the school office.

First Aid

If your child has an accident, is injured or becomes unwell, we will need to contact you. Please make sure that we have an up to date phone number for you and at least one other contact as children can become very distressed if we are unable to reach you.

Special Needs

All pupils with Special Needs whether these are due to illness, learning or behaviour have their own education plan which is reviewed termly. If you would like to speak to someone about your child please see their class teacher or the School's SENCO.

If you would like further information about the teaching, assessment and testing of pupils please contact the Head Teacher who will be happy to discuss these issues further.

We look forward to welcoming you to our school.