

Welcome to Maidensbridge Primary School

"Learning & Achieving through Experience & Enjoyment"

Choosing a school is one of the most important decisions you will make for your child. This brochure aims to help you make that choice by providing an insight into the many and varied educational opportunities that are available at Maidensbridge Primary School. We are committed to the highest standards in attitude and attainment for every pupil. The school offers a broad and balanced curriculum, which is supported by a wide range of extra-curricular activities. We have a belief that whilst we always have to strive to reach the highest possible academic standards, we must not lose sight of the wide ranging enjoyment that a primary school should provide. Hence our school motto of:

"Learning and Achieving through Experience and Enjoyment".

Maidensbridge Primary School works to promote high achievement, whereby our children may become self-motivated, independent, caring pupils, capable of attaining their full potential.



To find out more about Maidensbridge Primary School, please make an appointment to see for yourself what makes our school special. You will always be made welcome.

Andy Hale
Headteacher

Christine Quinton
Chair of Governors

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Our School Aims

Maidensbridge Primary School aims to provide the best quality learning experience through which all children can achieve their full potential and enjoy a happy, caring yet challenging environment.



As a school we have the following aims for our pupils:

- ◆ To promote a broad, balanced and creative curriculum, based on the National Curriculum, extracurricular themes and Religious Education and allied to the needs of the children.
- ◆ To provide a friendly and happy environment to ensure the children develop their physical, intellectual, and spiritual qualities whilst developing confidence, good self-esteem and an awareness of their role in being a 'good citizen'.
- ◆ To develop an awareness and understanding of their own culture and that of others.
- ◆ To promote a happy and open atmosphere through an effective partnership between pupils, parents, staff, Home and School Association, Governors and the local community.
- ◆ To enable pupils to live, learn and play peacefully with full equality of access and opportunity.
- ◆ To develop a range of social skills and World awareness.
- ◆ To develop co-ordination, confidence and enjoyment through physical activity and have a good understanding of a healthy lifestyle
- ◆ To develop the children's self-esteem and sensitivity to others and to encourage them to uphold the shared standards and values of their school and community.



- ◆ To develop a shared interest and excitement in their learning.
- ◆ To learn through a fully comprehensive, planned curriculum.

"Learning & Achieving through Experience & Enjoyment"

School Organisation

- ◆ Maidensbridge Primary School is a Community Primary School. The School Governors assist the Headteacher in carrying out the running of the school. However, the school is funded by Dudley Local Authority. The school has no affiliation to a particular religion, but operates under the National Curriculum arrangements for a broadly Christian based curriculum.
- ◆ The Primary School offers education for 4-11 year old pupils

The school is organised as follows:

		Year Group	Age of Pupils
Lower School	Early Years Foundation Stage	Reception	4 - 5
	Key Stage One	Year 1	5 - 6
		Year 2	6 - 7
Upper School	Key Stage Two	Year 3	7 - 8
		Year 4	8 - 9
		Year 5	9 - 10
		Year 6	10 - 11

- ◆ Pupils move to the next year group in September - there are no 'mixed age' classes in this school.
- ◆ This is a single form entry school, meaning that there is one class in each year group.

Kids Club

A Kids Club for all ages operates before and after school	7.45am - until school start 3.30-5.30pm
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More details about Kid's Club are in later pages within this brochure

School Times

Reception and Key Stage One	8.50 to 12.00 1.00 to 3.30
Key Stage Two	8.50 to 12.10 1.00 to 3.30

Pupils should arrive in good time so as to be best prepared for their school day, but should not arrive before 8.40 a.m. as they will not be supervised, and the school cannot be held responsible in the event of an accident.

School Uniform

Please make sure ALL items are marked with your child's name



- ◆ Grey trousers, skirt or pinafore
- ◆ White shirt with tie or White polo shirt*
- ◆ Maroon sweatshirt or cardigan with school logo*
- ◆ Optional maroon reversible waterproof/fleece with school logo*
- ◆ Optional maroon fleece Jacket with school logo for outdoor wear*
- ◆ Black 'sensible' **shoes** – not trainers! In colder months it is acceptable for children to wear boots to and from school and to change into normal shoes on arrival, rather than wearing boots all day.
- ◆ Grey or black socks (boys) white, grey or black socks, maroon/grey/black tights (girls)
- ◆ Summer dress – (optional for girls) –pink and white check gingham dresses. Please check retail stockists with the school office.
- ◆ Jewellery: watch, one flat signet ring, stud earrings only please (the school cannot accept responsibility for any lost items). No bracelets or bangles, chains or 'dangly' earrings.
- ◆ **The Governors of Maidensbridge Primary School would like to remind parents that extreme styles of dress or hairstyle are not appropriate for school, neither is additional body piercings such as belly-button, nose etc. This would include haircuts where designs are 'shaved' into the hair or hair which is dyed with stripes etc. If a pupil comes to school with such extreme hairstyles they may be asked to return home to have them shaved out or until their hair returns to normal. Please also refrain from putting colourful braids and beads in hair. A simple (small) hair accessory or band is suitable.**
- ◆ Items marked with * are available from the school office



P.E.

- ◆ White polo shirt or plain T shirt,
- ◆ Maroon shorts
- ◆ Black pumps
- ◆ Optional extras for Key Stage Two Pupils (Tracksuit and Trainers)
- ◆ **No Jewellery** is allowed in P.E. – earrings should not be worn on P.E. days – these are Health and Safety regulations. **It is not possible to accept ear-rings covered by a sticking plaster.**
- ◆ P.E. kit is normally kept in school in a named pump bag during the week, as although timetabled, there are occasional variations with regard to the days for P.E.
- ◆ Long hair must be tied back during P.E. lessons for safety reasons. This applies to boys and girls.
- ◆ Swimming kit is needed for Year 4 pupils who go swimming in line with the National Curriculum for P.E. Parents are notified about when swimming sessions are held.

Please make sure all items are marked with your child's name



Curriculum and Organisation

Early Years Foundation Stage – Reception

The Curriculum for the Foundation Stage as based on the Department of Education documents for the Early Years Foundation Stage (EYFS). These set out Early Learning Goals in the following key areas:

There are seven areas of learning and development that must shape educational programmes in early year's settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:

- Communication and language;
- Physical development;
- Personal, social and emotional development.

We also support the children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

Literacy; mathematics; understanding the world; and expressive arts and design.

In Reception the day starts with parents being allowed to assist their children to settle in whilst staff lead them in a welcome activity. This also gives parents chance to liaise with staff and pass on any key information for the day.

Work is planned to cover topics, which relate to each of the above areas. We appreciate that pupils learn at different paces and in different ways, and we aim to provide activities and opportunities for each pupil to develop their potential, whilst gaining social skills and learning to become more independent about choosing their learning tasks. There is an effective mix of teacher-led and independent activity and children soon become confident at making their own decisions.

We record children's progress using the EYFS Profile in Reception. The results of assessments may form the basis of discussion about a child's progress at Parents' Evenings. Parents and all can contribute to the Learning Journey books, as can the children themselves. When children start, the staff will assess them in the first couple of weeks to establish their Baseline ability, which helps us to know what and how best to teach your child.

Reception Induction Programme

A detailed induction programme runs for all children who are due to join our school in the Reception class. If your child is due to enter school in September, the induction process runs in the summer term immediately prior to their entry. The process involves visits for the children and parents to become familiar with the school and how it operates and also Home Visits are offered. Mrs. Mason, who is in charge of Early Years, will be your main point of contact, via the school telephone number. Once you have applied for a place in our Reception class you will be contacted by the Dudley Admissions Service to inform you of whether your application has been successful.

Once you have accepted the place, we shall contact you with regards to the induction placement. Firstly we shall hold a short parent's meeting in an evening, where we introduce you to some key staff and provide information about some of the extra services we provide.

Following this we hold two afternoon sessions during the summer term, to allow your child to acclimatise to school and the learning environment.

Then, in the September when your child starts, we arrange a part-time, staggered introduction over the first few days before the children then come in full time. Full details of how this works are given at the appropriate time.

Curriculum and Organisation

Year 1 to Year 6

We aim to offer pupils a broad and balanced Curriculum, designed to meet the needs of each child. National Curriculum Guidance is followed in the following subjects:

English

Maths

Science

Physical Education

Art and Design

History

Computing (including programming and coding)

Design and Technology

Music

Geography



Other subjects include:

Religious Education – taught to the agreed Dudley L.A. syllabus

(Parents have a legal right to withdraw their children from R.E. due to religious observance. This should be done in the form of a letter to the Chair of Governors.)

Personal, Social and Health Education, and Citizenship – in accordance with optional national guidelines.

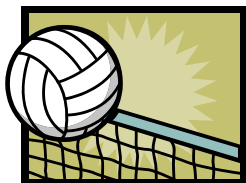
Foreign Languages (in Key Stage 2) – with assistance from Summerhill School

As children progress you will often find that the work covered in class is 'differentiated' due to ability. This means that your child's ability is assessed and work is planned that matches their ability and helps them to achieve the next level.

The Curriculum is planned across the whole school and is under a rolling programme of review as a key strand of the School Self Review Programme.

Extra Curricular Activities

An abundance of extra-curricular activities take place at Maidensbridge, organised voluntarily by members of staff. Recently these have included:



Tag Rugby, Gardening, Choir, Recorder Groups,
Athletics, Netball, Football, Gymnastics
Street Dance, Multi-skills,
Science Club, Drama,
School Council, Cross Country,



(Clubs may vary each term or year, depending on staff availability or expertise AND OFTEN DO NOT OPERATE IN WINTER as the dark nights draw in!)

School Governors

The Governing Body of the school is made up of parents and representatives from the local community and members of the school staff, as required by government regulations. The Governors support the running of the school through various committees as well as full governors meetings. Parents are informed about vacancies and elections for parent governors as and when they arise. Parents may, however, register their interest in becoming a governor at any time. Please contact either the Chair of Governors or the Headteacher through the school office.

Complaints Procedure

At Maidensbridge Primary School, we are keen to ensure that all pupils and parents are content with the education and service provided by the school. However, if as a parent, you have reason to make a complaint about the school, please make an appointment to speak to the appropriate member of staff. In most occasions the concern will be about your child, so please approach the class teacher in the first instance, if this is appropriate. The matter will then be passed to the Headteacher through the management structure of the school if necessary. If, however, you feel a need to approach the Headteacher direct, in matters of urgency, this can also be done. If the parents and Headteacher are unable to come to a satisfactory resolution of the problem, then the school has a Complaints Policy, which can take the matter to the Governing Body and the Local Authority if necessary. A copy of this policy is available on our website along with the relevant appointment request forms and complaint form and is reviewed periodically.

Additional Educational Needs

The school has an Additional Educational Needs Policy in accordance with guidance from the DfE on Special Educational Needs, following the revised Code of Practice. The school also has a policy and guidelines for Gifted and Talented Children.

Pupils who are identified as having Special Educational Needs receive appropriate help through Individual Education Plans. This may be through differentiated work in the classroom, through support with their work, either individually or in a small group.

The school has links with Dudley LA to provide advice where necessary, such as through Speech and Language Therapy, Occupational Therapy, Learning Support Services and Educational Psychology.

If you have concerns about your child, please make an appointment to see a member of staff. Similarly, as our partnership with you, if a member of staff has particular concerns about a pupil, they will contact the parents.

Collective Worship

School assemblies are in accordance with the guidelines from the DfE. A whole school assembly is held several times a week. Separate Upper and Lower School Assemblies regularly take place on other days. Parents have the right to withdraw their children from assemblies if they wish. We have frequent visitors for our assemblies from local church groups and other organisations. We also hold a weekly Praise Assembly on a Friday where we invite the parents of the nominated pupils to attend.

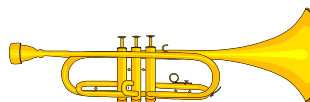
Sex & Relationship Education

Sex Education forms part of the school's Sex and Relationship policy. Parents will be informed of specific sessions on Sex Education and have the right to withdraw their children if they wish. Children currently in Year 6 and their parents will be notified during the course of the year as it is this year group who receive this education. The school liaises with the school nurse regarding this topic. Parents have the opportunity to review the materials used and the option for their child to opt out of these sessions.

School Trips and Charging

The school gives pupils the opportunity to take part in educational trips to enhance their learning. Parents are asked to make a voluntary contribution towards the cost of trips and visits. The school also holds various fundraising events throughout the year. These help to fund a variety of visitors to the school to enhance the curriculum and is often used to provide a concession to the school visits. At present we also set aside part of the main school budget to reduce the charge for SOME educational visits which are particularly expensive, typically residential visits. In line with audit requirements the school has a Charging Policy and a copy of this is on our school website.

Peripatetic Music Lessons



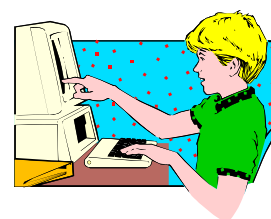
Lessons on a variety of musical instruments are available through Dudley Performing Arts. Pupils receive lessons during the week at school from visiting specialist teachers. There is an annual charge for these lessons although often certain instruments can be provided. The cost of lessons can be paid in one lump sum, termly or in ten monthly payments. More details are available from the school office. Please note that when taking this offer the agreement is for a full year due to having to commission the visiting staff on an annual basis. Therefore you will be agreeing to pay for the full year and if your child wishes to cease lessons you will still be responsible for the full payment.

Computing

The school has networked computers in each classroom, including Reception. In addition, there is an air-conditioned computer room, and all classes from Reception upwards have a timetabled session each week. The school is committed to using ICT to improve its communication and learning for the pupils. Individual learning programmes are also used – further details are available. We also now have a wireless network and a series of PCs to help with work in the classroom. In the new changes for the new National Curriculum from September 2014, children will also now be learning about coding and programming.

We have a school website, which is always being updated and developed.

www.maidensbridge.net



Parent Helpers

The school welcomes and greatly appreciates the help of willing volunteers, who could help in a variety of ways such as:



- ◆ Listening to children read, including Reading Buddies.
- ◆ Joining in with activities
- ◆ Working with groups in the classroom under the guidance of the teacher
- ◆ Helping out with administrative tasks
- ◆ Accompanying school visits
- ◆ Assisting with practical lessons e.g. art, technology etc
- ◆ Helping with administration tasks as a classroom buddy.

Parents who come into school regularly to help need to complete DBS clearance forms. If you would like to join our helpers – please contact Mr. Hale. or Mrs. Crawford or Mrs. L’Herroux in the school office. Many parents have also enrolled on courses in Childcare and Education which will enable them to gain qualifications.

School Inspections

Maidensbridge was last inspected Summer Term of 2013. A full report is available to parents from the OfSTED website; www.ofsted.gov.uk

The school was judged as Good in all categories and therefore Good overall. The school has a long history of being judged as a Good school for which we are extremely proud. In the thirteen year period that the current Headteacher has been in post, all three inspections have been deemed GOOD.

School Test Results

A summary table showing the results in the Key Stage 2 tests for the last year are included at the end of this information, together with the National results for the previous year. We are proud of our achievements in these tests, although it is also vitally important to remember all the ‘fun’ parts of the curriculum as well. A copy of the latest results is available on our school website and from other education websites. A paper copy can be presented upon request.

Community Links

The school enjoys links with groups in the community such as the local Clinic, the Police and Fire Service, Local Businesses, Dudley Business Consortium, local churches, sport and community groups and church groups, Stourbridge and Dudley Colleges, Wolverhampton University and U.C.E. in Birmingham, Newman College and Worcester University as well as other local schools.

The school premises are also used extensively by community groups not directly linked to the school. Further details of lettings charges and arrangements can be provided from the school office. At present we have a Dance School, Karate School, and local children’s football club who hire the school on a weekly basis.

Charity Events

Charity events are organised in school and are well supported by pupils and parents alike – these have included Children in Need, Comic Relief, McMillan Nurses, Monkey World, UNICEF, Save the Children, Sports Relief and several other charities including Mary Steven’s Hospice, Compton Hospice and the Black Country Foodbank.

Drinks

Recent studies have found that it is important for children (and adults!) to drink water during the day. Pupils at Maidensbridge Primary School are provided with a school water bottle on joining the school and further bottles can be purchased from the school office. The children are encouraged to drink water regularly throughout the day to keep hydrated and alert. Please note that squash, fruit juice etc. can be consumed at lunch time with their lunch but **only water is allowed in the classrooms**. Please ensure that the water bottle In particular, no fizzy drinks are allowed at any time, with the exception of carbonated mineral water.

Lunches

Pupils have the choice of going home for lunch, bringing a packed lunch, or buying a school lunch. Menus are sent out the week before the week of the meals and parents are encouraged to discuss the menu options with their children. Drinks such as milk-shakes are also available. Details of prices are available from the school office. From September 2014, all children in Reception, Year 1 and Year 2 will be entitled to a Free School Meal under the government’s free school meal scheme.

Break time snacks

The children have a short break both at mid-morning and mid-afternoon. During this break a snack is allowed to be eaten. After consultation with parents it was agreed that the morning break would be **FRUIT ONLY**. This is part of our moves to encourage a healthy diet and lifestyle. Children may bring in either a piece of fruit, bags of dried fruit e.g. raisins etc. Free fruit is available as part of the fruit scheme in Reception and KS1 but most children bring an additional item. There is no limit on how much fruit the children are allowed to bring.

In the afternoon there is a free choice, but no sweets, chewing gum or chocolate bars etc. are allowed. Only one single item as well please. Items such as a small bag of crisps or snacks, crackers, chocolate biscuits e.g. Club, Penguin etc., fruit based snacks and flapjacks are allowed.

In packed lunches we also encourage healthy items to be provided please.

National Fruit Scheme



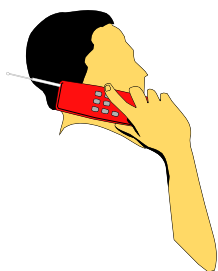
All pupils in Reception, Year 1 and Year 2 are entitled to a free piece of fruit each day through this government initiative. (You may withdraw your child from the scheme if you wish). The benefit of this is that it is a healthy snack for your child. Please do all you can to insist that any other snacks that are brought from home are of a ‘healthy’ nature, in keeping with our status in the Health Promoting Schools project?

Milk

Children in Reception receive free milk each day up until their 5th birthday.

Free School Meals

From September 2014 all children in Reception, Year 1 and Year 2 are entitled to a daily school meal free of charge. All you will need to do as parents is complete the menu ordering form which is sent out each week so that you can have full choice of the food on offer for each day.



Contact Information

Parents are asked to complete forms with various details regarding pupils and their family, this information is then stored on the school's computerised administration system. It is vital that **parents inform school of any changes to contact information** (such as mobile phone, work or other phone number changes, as well as addresses) – so that we would be able to contact parents and carers in an emergency. The more information you can provide, the better we will be able to keep you informed if an emergency does arise. Please try to give as many landline numbers as you can first, communication costs the school money and whereas we will gladly ring mobile phones, any money saved from ringing landlines goes towards other things in school. We may also telephone parents during the day for other reasons if necessary. We also use this information for our text message service which helps us to inform you in the event of a school closure or emergency.

All parents are required to register with our free contact system, Parentmail. This system operates via email and text messages and is a vital way of communicating with families. You will need an email address to register for this service and you will be provided with information about how to register once your child has started school.

Maidensbridge Kids Club

A Kids Club operates at the school for before and after school basis. The club is operated separately from the main school but all staff are employed in other roles in school and policies are the same as school. More details can be found in school about how to get a place in this club and the relevant charges. Children need to be registered with the club and you can ask to speak to the Kid's Club Manager, Miss. Laura Sollars about the club.

The Kid's Club operates from 7.45am – 8.40am and from 3.30pm – 5.30pm.

Attendance

Pupils are expected to attend school regularly and promptly, providing that they are well enough to do so. Awards are given to classes and individuals for good attendance. Please phone the school office if your child needs to be absent, and please send a letter of explanation when they return. Attendance at Maidensbridge is very good, with 97.1% attendance during the academic year 2015-16.

If no information is received, then the absence will be recorded as unauthorised. If there is continual unexplained absence, then the school has a duty to inform the Local Authority who may send their Attendance Officer to investigate. If a child is late for any reason, please bring them as soon as possible rather than missing the whole session.

Attendance is recorded on an electronic registration system, and calculations regarding authorised and unauthorised attendance are recorded on the pupils' reports.

The recent attendance figures for the school year, 2013-2014, were 97.18%, with 2.27% authorised absence and 0.55% unauthorised absence. Unauthorised absence is when your child is absent without the school's being notified or when the reason given is not an accepted one for absence. Unauthorised absence is also when an absence is not approved but the family still take leave. This is referred to the Education Investigation Service. (See below).

Absence due to Holidays

There is **NO entitlement to holiday in term time**. From September 2013 the government removed holiday in term time. Please do not put in requests for holidays as these will not be approved and should you then take the holiday, the Local Education Investigation Service will be notified and you may be fined and or other action taken. The current fine is £60 per child, per adult with responsibility. Therefore a family of two parents and two children would risk a fine of £240, which would rise if payment was not made. A single parent with two children would be fined £120.

Exceptional Leave requests

These cannot be used for holidays, but if there is an urgent or exceptional need to take leave in term time, parents must use these forms to apply to the Headteacher. Please note that this is at the Headteacher's discretion and will be based upon a number of factors such as the circumstance and your child's current attendance record. The Headteacher's decision is final and further communication about the decision will not be entered into. Please therefore put as much supporting evidence with the initial application to allow a fully informed decision.

First Aid

The school has a large number of staff who are qualified in administering First Aid. If a child has a minor accident in school, such as a cut on the knee, it will be dealt with and you will be informed at the end of the session via a First Aid slip. If an accident is more serious, staff will aim to contact you immediately through the information given in the contact forms, whilst dealing with the situation appropriately. Whenever your child is treated, no matter how minor the injury, you should receive a green first aid slip informing you of the details and any possible need to seek medical attention. Please note that if a child suffers a minor injury that is deemed not to need any treatment a slip will not be sent.



Medicines

If a child has been **prescribed** medicine where a dosage **MUST** be taken during the school day e.g. given 4 times daily at regular intervals and is otherwise well enough to return to school, it is possible for a parent to sign a form (kept in the office) to enable a senior member of staff to administer medicine. Following relevant guidance, many staff will not undertake the administration. It is therefore preferable if the parent can make alternative arrangements. If medicine is sent into school it must be **NAMED, LABELLED, AND DOSAGE FOR THE CHILD CLEARLY STATED**. For occasional or regular preventative medicines, such as inhalers, parents and guardians must ensure that the class teacher is aware of the correct dosage.

Medicines such as paracetamol / ibuprofen based medicines such as Calpol, Nurofen should not be sent to school. Indeed, if a child is in need of this medication it is often an indication that they are not quite well enough to attend school. Attending school when ill naturally increases the spread of germs and it may be better for the child to recover fully before returning.

If your child may suffer from conditions, such as nut allergies, epilepsy or diabetes or other medical conditions which require specific attention, whether on a daily basis or not – it is essential that you make sure that the staff are aware of this, so that appropriate action and precautions can be taken and a Care-Plan can be drawn up in consultation with the school nurse.

We ask that all children **do not bring products containing nuts to school** to minimise the risk to those who may suffer a severe reaction. If in doubt about anything medical, please contact the school. We currently have a number of children who would suffer a severe reaction to exposure to nuts which at worst would result in a life threatening situation. **NO NUTS PLEASE!**

Health

The school enjoys good links with the Local Health Authority. The school nurse visits regularly and can be contacted to discuss any concerns you might have about your child's health. You will be informed about any regular health checks that may be arranged in school, and you will be invited to attend as appropriate. Our school nurse can be contacted through the school office.

Absence following Illness

As a school, we take advice from the Health Authority on recommendations for pupil exclusion following certain illnesses and conditions. We ask that you please adhere to the following recommendations for the health and safety of all our pupils.



Sickness and diarrhoea

Following sickness and/or diarrhoea, please keep pupils at home for **48 hours after symptoms have stopped**. Even if you believe that the sickness was not as a result of illness you must keep your child off from school, as it takes 48 hours to be sure that the sickness has passed.

Chickenpox

Pupils should not attend school until **5 days after the spots have all appeared**, and all the spots have scabbed over. No pupil should come to school while the spots are still raw or weeping.

Headlice

Headlice remain a common problem in all schools. Please be vigilant and regularly wash your child's hair, then comb through thoroughly with a fine toothed comb available from your pharmacy or clinic to ensure there are no eggs or live lice. If you notice any lice or eggs please let us know, similarly if staff notice any they will inform you via letter for the class where the head lice are noticed. It is not necessary for pupils to be kept away from school because of headlice, therefore, it is important that checks are carried out regularly by everyone, to avoid spreading them. The advice from the Health Authority is not to use lotions as the lice become immune to them. For up-to date please contact the school nurse via the school office or the clinic if required.

Conjunctivitis

Children should return to school when inflammation has started to reduce and the discharge has stopped and treatment, normally through ointment, has begun.

Other Diseases and Infections

The school takes advice from the Local Health Authority regarding exclusion times for various conditions. Please telephone the school or the clinic for further advice, as it is not possible to cover all eventualities here.

School Closure

There are occasionally times when the school may need to close in exceptional circumstances such as severe weather, lack of heating or water supply etc. We will always do all that we can to keep the school open. If we need to close the school before the day starts we shall update the scrolling news bar on the school website (www.maidensbridge.net) and will also inform parents via Parentmail. Please also listen to the local radio station: HEART FM 107.4 FM

Radio stations are often very busy when bad weather arrives, it is important to keep listening at all times. In the very extreme case of school needing to close EARLY, no pupil will be released without staff being certain that someone is at home or another address to receive them.

Parentmail

As an efficient method of contacting parents we require you to register with our communication system, Parentmail. This is a simple system which you have to log into to register (full details will be given) and input an email address and mobile telephone numbers so that we can send out all forms of communication. This system is also used in any emergency situation so it is ESSENTIAL that you register with a valid email address and mobile number.

In the near future we hope to open up the payments section of Parentmail which will mean you will also be able to order tickets for productions, buy uniform online and pay for school visits rather than sending cash into school.

Policies

As I am sure you will be aware, public bodies such as schools need to have certain policies as a statutory requirement. In the past, parents have been sent copies of a vast number of policies which whilst keeping you informed, are often out-of-date within a year or two. To save on resources you will find only key policies or guidelines will be sent as a matter of course. Under the 'Freedom of Information Act 2000', (which came into full force on 1st January 2005), parents are able to request to see copies of policies or other relative school documents and as a school we are not only obliged but we are happy to provide documents on request. Please contact the school with your request. Please note that there may be a charge payable for any such documentation.

School Results

A copy of the last school year's end of Key Stage Results are included at the back of this pack or on the school website.

Thank-you for reading

This brochure / handbook is designed to give a quick snap-shot of information for new and prospective families to the school and also a reminder to current families of the key information. It is subject to change at all times and naturally in many of the sections there is more information available which can be obtained either on request or off the school website

www.maidensbridge.net

We hope that you find this document useful. Please contact us if you need any further clarification on any points, or if you think that there is some other information which would be useful to feature in this document.



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