

# INFORMATION BOOKLET



**THE BISHOPS' C. OF E. & R. C. PRIMARY SCHOOL  
BEARDSLEY DRIVE  
SPRINGFIELD  
CHELMSFORD  
CM1 6ZQ  
Tel: 01245 460107**

**Email : [admin@bishops.essex.sch.uk](mailto:admin@bishops.essex.sch.uk)**

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

**Head teacher: Mr G Waters**

**Chair of Governors: Mrs Marian Uzzell**

The Bishops' School is a Voluntary Aided joint Roman Catholic and Church of England Primary School providing education for pupils' aged rising 5 - 11 years of age.

# **CONTENTS**

1. Mission Statement .....	2
2. Term Dates .....	3
3. School Hours .....	4
4. Arrivals .....	4
5. Absences .....	6
6. Safeguarding Children and Child Protection .....	6
7. The Curriculum .....	7
8. Facilities .....	9
9. Special Educational Needs .....	9
10. Sacramental Preparation .....	10
11. Pastoral Care and Discipline .....	10
12. Personal, Social & Health Education & Citizenship .....	10
13. Sporting Aims and Provision for Sports .....	11
14. Extra-Curricular Activities.....	11
15. Healthy Eating .....	12
16. Parent Contact .....	12
17. Charging and Remissions Policy .....	13
18. Parent Teacher Association .....	13
19. Homework .....	14
20. School Uniform .....	15
21. Footwear .....	15
22. Jewellery/Earrings .....	16
23. Hair .....	16
24. Complaints Procedure .....	16
25. In Conclusion .....	16

## MISSION STATEMENT

*'Live Fully, Laugh Often, Learn Deeply,  
Love as God Loves You ...  
and Let Your Light Shine!'*

### **We aim to:**

Value each other as individuals

Try to live as Jesus showed us

Encourage everyone to achieve their full potential

Offer a happy, safe and caring environment

Work in partnership with parents and the local parish communities

Respect that we are all equal members of God's family

Offer a wide curriculum of a high standard

## **TERM DATES**

### **2020/21**

Autumn Term: Wednesday 2<sup>nd</sup> September 2020 to Friday 18<sup>th</sup> December 2020  
*Half Term 26<sup>th</sup> to 30<sup>th</sup> October 2020*

Spring Term: Monday 4<sup>th</sup> January 2021 to Friday 26<sup>th</sup> March 2021  
*Half Term 15<sup>th</sup> to 19<sup>th</sup> February 2021*

Summer Term: Tuesday 12<sup>th</sup> April 2021 to Wednesday 21<sup>st</sup> July 2021  
*Half Term 31<sup>st</sup> May to 4<sup>th</sup> June 2021*

### **NON-PUPIL DAYS**

In addition, there will be five non-pupil days: Wednesday 2<sup>nd</sup> September 2020, Friday 23<sup>rd</sup> October 2020, Monday 4<sup>th</sup> January 2021, Monday 7<sup>th</sup> June 2021, Wednesday 21<sup>st</sup> July 2021.

### **2021/22**

Autumn Term: Wednesday 1<sup>st</sup> September 2021 to Friday 17<sup>th</sup> December 2021  
*Half Term 25<sup>th</sup> to 29<sup>th</sup> October 2021*

Spring Term: Tuesday 4<sup>th</sup> January 2022 to Friday 1<sup>st</sup> April 2022  
*Half Term 14<sup>th</sup> to 18<sup>th</sup> February 2022*

Summer Term: Tuesday 19<sup>th</sup> April 2022 to Friday 22<sup>nd</sup> July 2022  
*Half Term 30<sup>th</sup> May to 3<sup>rd</sup> June 2022*

### **NON-PUPIL DAYS**

In addition, there will be five non-pupil days: Wednesday 1<sup>st</sup> September 2021, Friday 22<sup>nd</sup> October 2021, Tuesday 4<sup>th</sup> January 2022, Monday 6<sup>th</sup> June 2022, Friday 22<sup>nd</sup> July 2022.

## **SCHOOL HOURS**

[\(Please see the next page for altered arrangements due to the Covid-19 pandemic\)](#)

The school is open for all pupils from 8.45am and children are encouraged to arrive as soon after this as possible to get settled and for Early Morning Work. Registration is at 9.00am and children who arrive after this are marked in as late.

Key Stage 1 -        8.45am - Midday  
                             1.00pm - 3.00 pm

Key Stage 2 -        8.45am -12.15pm  
                             1.15pm - 3.10 pm

These hours are the sessions during which teachers are engaged in teaching the pupils. Within these hours there is a 15 minute mid-morning break, registration time and a daily act of worship. In Key Stage 1 there is an additional short break during the afternoon.

## **ARRIVALS**

[\(Please see the next page for altered arrangements due to the Covid-19 pandemic\)](#)

On arrival, the children go directly to their classroom.

If there are urgent problems, the teaching staff will always be happy to speak to a parent before school. However, discussions are generally better after school when there is more time. It is always useful for the class teachers to know if there is a parent/carer who wishes to speak with them; please do not hesitate to telephone or call into the school office to request an appointment.



## COVID-19 PANDEMIC: ARRIVALS, DEPARTURES, ENTRANCES & EXITS

At the beginning of the day, we are currently operating a system of staggered arrival times and different entry points for each year group, each entry with a member of staff supervising.

At the end of the day, apart from Year 6, we are operating a one-way system round the school, starting through the staff car park and exiting by the chickens or the field gate (please do not come in through these exit points).

Please refer to the table below for your child's time and places. If you have more than one child, you may drop both children at the earlier child's time, but please wait on site at the end of the day for each child to be released separately.

*(Please wear a face mask as you approach the school and while on the school site, if you are able to).*

Year Group	Arrival time	Entrance point – am	Exit point – am	Finish time	End of the day
<b>Foundation Stage</b>	8.40 – 8.50am	Through FS play area – staff car park	Same way, opposite side	2.40pm	Parents In through STAFF CAR PARK and FS
<b>Year 1</b>	8.55 – 9.05am	Through hall – side gate by car park	Central front gate	2.55pm	
<b>Year 2</b>	8.55 – 9.05am	Through chickens' gate – side gate by car park	Central front gate	3.00pm	
<b>Year 3</b>	8.45 – 8.55am	Through chickens' gate – side gate by car park	Central front gate	3.05pm	OUT through CHICKENS' gate
<b>Year 4</b>	8.50 – 9.00am	Through FS play area – staff car park	Same way, opposite side	3.10pm	
<b>Year 5</b>	8.50 – 9.00am	Through hall – side gate by car park	Central front gate	3.15pm	Field gate or chickens' gate
<b>Year 6</b>	8.45 – 8.55am	Through field gate	Field gate	3.15pm	Field gate

## **ABSENCES**

Parents are asked to notify the school of any absences. Please call the school office, after 8am and by 9am, on 01245 460107 with your child's name, class and reason for absence.

If the absence is due to medical reasons, please send an email and copy of the appointment letter if available to [admin@bishops.essex.sch.uk](mailto:admin@bishops.essex.sch.uk), stating what (dentist/doctor/hospital etc) and when, by the day before the appointment. Your child shall then be marked in the register accordingly. Please also advise if your child would like a hot meal that day, stipulating main or vegetarian option.

Absence from school for any reason other than illness/medical should be avoided whenever possible, and the school will not authorise requests for absence unless there are exceptional circumstances (such as weddings/funerals or religious celebrations). If you do need to apply for leave of absence, please complete a leave of absence form available from the school office or on our website, giving at least two weeks' notice.

It is imperative that parents do not take their children out of school during May when there is an intense amount of assessment happening (including SATs), which ensures that we track the children's progress well throughout the school.

Every effort will be made to assist a child who has missed work due to illness, but extra work will not be provided for children on holiday during term time.

Children who arrive late without prior warning will be marked absent.

## **SAFEGUARDING CHILDREN AND CHILD PROTECTION**

The Bishops' has a statutory obligation to ensure that all the children in our care are free from neglect and abuse of any kind. The staff regularly discuss any children who cause concern and undertake appropriate training. Please let us know if you feel that your child is at risk of harm, or anyone else's child. We are here to help and support, and to signpost to extra support where necessary. We have a Child Protection Policy which is available on our school website.

# THE CURRICULUM

## CURRICULUM

The Bishops' has created its own enquiry-focused curriculum which is based upon the National Curriculum and supports the children's learning of global dimensions which encourages positive world citizenship. As much learning as possible takes place within termly or half termly topics which enthuse the children and give meaning and variety to their work.

There is a school curriculum policy in place which parents are welcome to see. Below is a summary of its content:

“Schools are required to teach all children Religious Education, English, Mathematics, Science, History, Geography, Art, Music, PE, Design and Technology, ICT, PSHE and Citizenship. A broad outline of areas of study is contained in ‘The National Curriculum’ which can be accessed online. Detailed information of R.E. content is found in the *Come and See* (RC), and the *Understanding Christianity* (CofE) schemes of work which are used in the school. “

All children from FS to Year 6 learn French. In Key Stage 1 and Foundation Stage, pupils receive specialist class music teaching. In Key Stage 1 and 2, a Performing Arts teacher develops children's skills in drama, public speaking and dance activities. In Year 3, whole classes are taught music by a strings specialist, learning violin or cello, and children are able to continue learning after this introductory year. Children also receive a wide variety of specialist PE teaching throughout the year.

English and Maths are generally taught daily and the teachers plan using a wide variety of topics so that the children’s learning is interesting and enjoyable.

It is assumed that parents who have decided to send their children to a joint Roman Catholic and Church of England school would want their children to be involved in assemblies and other acts of Christian worship. Parents do have a right to withdraw children from religious celebrations. However, they need to notify the school in writing if they wish to do so.

All classes worship together daily in the school hall, the courtyard, [or via Zoom \(in these Covid times\)](#) - except for Tuesdays, when children are either included in a service in church or in special small services in their classrooms. (Check details in the weekly newsletter). Parents are welcome to join us in church [\(via Zoom\)](#) each week. We have “special” services throughout the year taken jointly by the Priests of the Roman Catholic Church and the Church of England.

In the Foundation Stage class the children follow the programme for the foundation year, which is based on early learning goals and areas of experience. This emphasises the importance of developing social, academic and basic skills, alongside the continuing need for children to learn through play. Reading, writing and maths are structured to meet the individual child’s needs and stage of development. All Foundation Stage children are assessed on entry and at the end of the year to determine their basic skills level in literacy, numeracy, social, physical and creative development and knowledge and understanding of the world.

In Years 1 and 2 the teacher builds upon the skills and knowledge acquired in the previous year/s and the curriculum becomes more structured. In Year 1 there is an assessment for phonics, and at the end of Key Stage 1 Year 2 pupils are assessed in the core subjects (Maths and English). These assessments are reported to the parents.

Years 3, 4, 5 and 6 children, while following the National Curriculum programme of study, are encouraged to become more independent learners. They are required to critically assess and discuss their own progress with the class teacher. During their final year at the school, Year 6 pupils participate in a residential school trip which enables them to take part in a wide range of adventurous activities. At the end of Key Stage 2, Year 6 children complete statutory assessment tests in the core subjects. These results are reported to parents and forwarded to the relevant secondary school. Years 3, 4 and 5 children are also tested and the results form part of their assessment of progress, which is shared with parents.

In the autumn and spring term we hold parents’ meetings to discuss your child’s progress, in the summer term parents receive a full report.

## **FURTHER INFORMATION**

Policy statements and schemes of work relating to the National Curriculum (and other documents including the Instrument of Government) are available on the school website. You will also receive termly information about learning in the form of a class letter.

## **FACILITIES**

Apart from the classrooms, which are flexible enough to give a degree of “openness” when necessary, the school building contains a multi-purpose hall, which provides for assemblies, PE activities and lunchtime facilities.

The school also has a courtyard, which provides additional space for a range of activities. There is a specially designed, well-stocked library, which also houses a computer suite for ICT teaching. In addition, each class is equipped with tablet computers for use in all areas of the curriculum. All classrooms have an interactive whiteboard and a visualiser to enhance teaching and learning.

Additional facilities include a small music room, electrically fired kiln, outdoor adventure play area, Foundation Stage playroom and outside play facility, and a multi-use games area (MUGA).

Little Fingers Before & After School Club exists to provide care for your children between 7.45am and 8.45am and from 3.00pm until 6.00pm ([now 5.45pm due to Covid-19](#)). Further details can be obtained by following the Little Fingers link on our website.

## **SPECIAL EDUCATIONAL NEEDS**

Children with special needs are assessed in line with the Code of Practice for SEN. The school has appointed SEN staff, who have responsibility for identifying, organising and monitoring support for children with special needs. Many children with special learning needs only require modification of tasks presented by the class teacher and extra help within the classroom. Children requiring extra help have their progress recorded on individual forms, which are shared with parents. The school employs a team of Learning Support Assistants to give added support to an individual or small group. Additional assessments from outside agencies may be sought if the situation indicates that this is desirable.

## **SACRAMENTAL PREPARATION**

Preparation for the sacraments is the responsibility of the Parishes and so this takes place in small groups organised by the local churches. The school supports these preparations in the religious education programme.

## **PASTORAL CARE AND DISCIPLINE**

We want all our pupils to be polite, considerate and respectful to all. The school's practice is based on rewarding good behaviour and dealing with cases of inappropriate behaviour with a no blame/problem solving approach. The school has a clear list of sanctions, which are used as and when appropriate. In the rare case of serious and persistent indiscipline, a pupil may be excluded from the school. (Parents would be contacted in advance of such exclusion being considered.)

## **PERSONAL, SOCIAL & HEALTH EDUCATION AND CITIZENSHIP**

All children follow a structured scheme to cover these important areas of social development. Up to Year 4 PSHE is all about developing understanding of friendship and family. In Years 5 & 6, sex & relationships education forms part of the children's study and is presented in a manner appropriate to the children's age and is sensitive to the Christian ethos of the school. Although it is a subject from which children may be withdrawn if parents so wish, we strongly believe that it should be treated as any other topic covered in the school. If parents would like to discuss the matter at greater depth they may contact the Head Teacher who will be only too happy to see them.

There is a school council to enable children to have their "own voice" in the school.

## **SPORTING AIMS AND PROVISION FOR SPORTS**

The school recognises the value of all children participating in sporting activities and learning the skills associated with particular organised games, and has been awarded the Active Mark Award for our provision in sport. The younger children develop these skills largely in PE lessons. At Key Stage 2 these are developed further. The school is supported by the Chelmsford Schools Sports Partnership, which extends the range of opportunities offered to the children. We also use Sports Premium funding for specialist coaching in basketball, cricket, tag rugby and a range of other PE.

National Curriculum requirements for games are followed and swimming is offered during the Summer Term at The Boswells School for pupils who are non-swimmers in Year 4.

In the Summer Term all the children take part in a sports day, where emphasis is put on having a competitive, but enjoyable morning or afternoon. The school recognises the need for children who have a particular talent in a sporting field to compete.

The school participates in a range of competitive sports with other schools ([except in these Covid times!](#)), including cricket, tennis, table tennis, cross-country running, football, high 5 netball, basketball, gymnastics, dodgeball and athletics.

## **EXTRA-CURRICULAR ACTIVITIES**

Throughout the school, children have the opportunity to take part in extra activities before and after school and during the lunchtime. These clubs alter as the interests of the children and the staff change and usually include such subjects as: art and craft, music, dance, sport, reading, writing, drama, animation, gymnastics, choir, games, French, football, martial arts, boot camp and cup-stacking. [In these Covid times the clubs are limited to sports and drama clubs in their year group bubbles.](#) The school wishes all children to have equal access to all activities offered in school, and so if your financial situation makes it difficult to pay for any of our activities, we simply ask that you discuss this with us so that we can use funds allocated to support provision for all.

Music tuition is also offered on a fee basis for (at present) violin, piano, keyboard, drums, recorder and guitar.

## **HEALTHY EATING**

The Bishops' has been awarded the Enhanced Healthy Schools Award in recognition of our healthy policy and practice. We have a healthy eating policy, which requires that children have a piece of fruit or vegetable for their morning snack. This is provided for children in Foundation and Key Stage 1. For KS2 children, the fruit/veg should be in a reusable container if needed.

School dinners are cooked on the premises with fresh ingredients and the food is sourced locally.

## **PARENT CONTACT**

Our website can be accessed at [www.bishops.essex.sch.uk](http://www.bishops.essex.sch.uk) and is updated regularly with current newsletters and notices.

A weekly newsletter is published every Friday and emailed to parents and governors. Paper copies are available at the office to those who would like one. It gives information of events taking place in the school and general organisational items, as well as celebrating the achievements and activities of the pupils.

Parents wishing to make initial contact with the school or arrange a visit are invited to telephone the school secretary and make the necessary arrangements. Parents of all children who are accepted for admission will be invited to a pre-school visit in the term before their child is due to start school.

Parents of children already attending the school will have the opportunity to attend regular consultation sessions with the class teacher and are invited to meetings centred on a specific topic of interest and various school presentations. Parents are also cordially invited to join with the school for their Tuesday church assemblies.

Anyone who has an individual concern is most welcome and encouraged to see in the first instance the Class Teacher, and then the Head Teacher where this is necessary to resolve a problem.

## **CHARGING AND REMISSIONS POLICY**

Parents will be made aware of school outings and school journeys, together with the implications these have for developing the curriculum. In the light of this information, parents will then be invited to consider making voluntary contributions to cover appropriate costs. If insufficient parents pay for a trip, regrettably it may have to be cancelled. However, no child is ever excluded from an activity because of the parents' inability to contribute.

## **PARENT TEACHER ASSOCIATION**

The Bishops' School has a thriving PTA. It arranges social functions and fund raising activities for the benefit of the school, providing funds for visiting theatre companies, improved facilities and curriculum resources which all contribute hugely to the children's experience and learning at The Bishops'. All parents are warmly invited to join the PTA and to contribute to the success of the school.

## HOMWORK

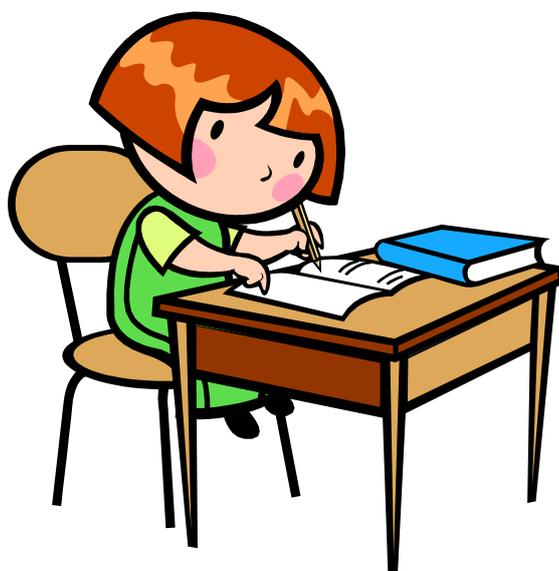
All children in years 1 - 6 have a special book to identify tasks to be completed at home. The recommended amount of time children should be engaged in homework activities is:

Years 1 & 2 - 1 hour a week  
(10-15 mins a day) - (reading, spelling other literacy and numeracy work)

Years 3 & 4 - 1½ hours a week (15-20 mins. a day) - (literacy, numeracy as for Yrs. 1 & 2 and occasional assignments in other subjects)

Years 5 & 6 - 30 mins. per day - (literacy, numeracy and other areas when appropriate)

Year 1 – 3 children will be set regular, practical Maths activities. Reading books are taken home on a regular basis and we hope parents will encourage their children to read widely.



## **SCHOOL UNIFORM**

The school uniform colours are navy and gold. It is hoped that parents will make every effort to ensure their children are dressed appropriately. *At the present time, there are some changes to uniform - these are shown in blue.*

### **WINTER**

*Gold polo shirt\**

Navy trousers/navy skirt/navy pinafore

Navy Sweatshirt\*

*This can be worn all year round, but should be worn from October half term to Easter.*

*Due to the Covid-19 pandemic, gold polo shirts should be worn all year round (no buttoned blue shirts and ties).*

### **SUMMER**

Navy shorts/navy trousers/navy skirt/navy pinafore

Gold polo shirt\*

Yellow check or striped dress

All children will also need a **PE kit** of navy shorts, t-shirt\*, trainers and **plain blue tracksuit**.

*PE kit should be worn into school on PE days and sports club days, as there will be no changing of clothes in school on any day.*

\*Distinctive items of school clothing, as well as book bags, PE bags and painting aprons, may be purchased either in store from Schoolwearplus at Unit 1, The Bringy Business and Antique Centre, Great Baddow, Chelmsford, CM2 7JW or online at [www.schoowearplus.com](http://www.schoowearplus.com). Ties may also be purchased from the school office (£3.00 each). The rest of the uniform can be purchased from most chain stores. Please make sure that all items of clothing are **clearly marked with your child's name**.

## **FOOTWEAR**

*Children should wear plain black trainers every day (logos should be subtle, preferably black, and in KS1 trainers should have Velcro fastenings), dark socks (boys) or white socks (girls).*

## **JEWELLERY/EARRINGS**

No jewellery should be worn to school except for watches and earrings. Earrings should only be studs and must be removed for all PE activities. Teachers are not permitted to remove or replace any earrings and therefore it is strongly recommended that young children do not wear them to school.

## **HAIR**

Long/Shoulder length hair should be tied back at all times for health and safety reasons. We would also suggest that your child's hair is checked regularly for head lice and treated, if necessary, before attending school. We ask that hair styles should be 'standard' and that the more exciting styles be left to the summer holiday.

## **COMPLAINTS PROCEDURE**

If at any time you have a concern about any aspect of your child's education, please do not hesitate to discuss it at the earliest opportunity with your child's Class Teacher/the Deputy Head/ the Head Teacher, as appropriate. We are able to resolve the great majority of problems in this way.

There is a written school complaints' procedure, which follows LA guidelines. This states that where a parent feels a complaint has not been addressed satisfactorily by the staff, written details should be sent to the Chair of Governors and finally to the Director of Education, P.O. Box 47, Chelmsford, CM1 1LD. A full copy of the complaints' procedure is available on the school website.

## **IN CONCLUSION**

The Bishops' is a community of learning, respect and nurture, and our staff are skilled and committed to the wellbeing of every child.

We aspire to offer a truly wide and inspiring learning experience for your children and to work with all parents to achieve this.

We look forward to welcoming you as members of our school community.