

BRIDGEWATER SCHOOL

# Prep Department Parents' Handbook 2023-24



# Welcome to Bridgewater School.

Dear Parents,

Our aim is to give you a handy, concise reference of what and who you need to know. If you do not find the answers to any of your questions in these pages, please do ask.

If you are unsure what to do or need advice, please get in touch straight away.

Your first point of call for any concerns, or to pass on information, should be your child's **class teacher** who will ensure that others are informed as necessary.

For any issues of greater concern or sensitivity or those needing an overview, you may wish to contact my senior leadership team:

- Mr Rooney, Deputy Head Teacher and Leader of the Prep Department
- Mrs Davenport-Thomas for financial matters and fees.

They may deal with it personally or pass your query on to another appropriate person.

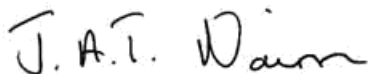
Please keep yourself abreast of up to date issues by accessing our website at:

[www.bridgewater-school.co.uk](http://www.bridgewater-school.co.uk)

Please do not hesitate to email any concerns or queries to [admin@bwslive.co.uk](mailto:admin@bwslive.co.uk)

We anticipate a long, happy and successful partnership involving staff, parents and children.

Yours sincerely,



Mrs J.A.T. Nairn

Headteacher

## Staff for 2023-24

### Prep Leadership Team

Mrs J A T Nairn	Headteacher
Mr M Rooney	Deputy Head Teacher & Leader of the Prep Department
Mrs K Booth	Senior Teacher, Prep IV class teacher & History Coordinator
Mr L Suter	Senior Teacher, Prep VI class teacher and Computing Coordinator
Mrs P Pritchard	EYFS Team Leader and Reception Class Teacher

### EYFS

Miss D Armstrong	Kindergarten Class Teacher/PSHE Coordinator
Mrs J Gerrard	KG Nursery Nurse
Miss J Kelsall	KG Nursery Nurse
Ms K Williams	Reception Class Nursery Nurse

### KS1

Mrs C Davies	Prep I Class Teacher – Maths Coordinator
Mrs K Chilton	Prep II Class Teacher – Art Coordinator & SENCO

### KS2

Mrs S Sweeney	Prep V Class Teacher
Miss T Gill	Prep III Class Teacher – Literacy Coordinator
Mr J Grant	Support Teacher, Science and Geography Coordinator

### Support and Specialists

Mr K Connolly	Prep Support Teacher, Prep PE Teacher, Forest School Coordinator
Mrs S White	Support Teacher, Curriculum Coordinator & SENCO
Mrs M Tunney	PE Teacher
Mrs D Sherlock-Platt	Prep and Senior Department Class Music Teacher
Mrs J Seward	Prep I Teacher, Classroom Assistant & SENCO Assistant
Miss G McEvoy	Classroom Assistant
Miss C Gregory	HLTA, Classroom Assistant & SENCO Assistant
Mrs A Rooney	HLTA, Classroom Assistant
Peripatetic staff	A number of instrumental music teachers, including some from MAPAS (Music and Performing Arts Salford) attend school on a weekly basis.

## Aims and Values

Bridgewater seeks to retain the family atmosphere it has had since its inception in the early 1950s. Our school mission statement is "WHERE INDIVIDUALS COUNT", this is reflected in everything we strive to do in our school environment. Our ultimate aim is of guiding each student from 3-18 towards a confident, resourceful, independent and so happy adulthood – well qualified in every way.

### School Ethos:

"To encourage all pupils to grow and become learners for life in a caring, family school where quality work and endeavour is celebrated and pride is shared in personal, individual and group achievement. To develop pupils' spiritual, moral, social and cultural understanding and to learn sensitivity to each other's needs and the needs of the world outside school."

### Aims:

1. To provide an aspirational and challenging environment where each student is encouraged to take responsibility for their own learning to achieve their personal best
2. To help our students to develop confidence, personal integrity and a sense of responsibility for others in a tolerant community which respects fundamental British values
3. To help our students become well-balanced individuals by setting the highest academic, creative and physical challenges and embracing the importance of a broad range of interests
4. To produce resilient young people who will flourish as adults by developing the ability to learn from life's challenges, celebrating both individual as well as group success, thereby fostering a sense of self-worth.

## Absence

If your child is absent from school for any reason, school must be informed.

If your child is ill, a phone call, email, text or message via a sibling must be made to school in the morning of the first day of absence. If a message is not received, school will contact you to ascertain your child's whereabouts.

If leave of absence is required for your child that encroaches on term time, a written request must be submitted to the Headteacher prior to any booking taking place. If your child misses any examinations due to illness, every endeavour will be made to allow the exam to be taken upon your child's return to school; however, this will not be the case if your child misses exams due to a holiday.

## Admission

This is a summary of our admissions policy. A full policy is available on request from the main office.

All parents of children who are of Prep age apply for entry to the Head Teacher. Parents have an informal interview with the Head Teacher and receive a tour of the whole school.

EYFS age children can commence school at the beginning of the term immediately following their third birthday, or earlier if mutually agreeable. There is no formal testing at this level.

Pupils from KS1 and KS2, whose parents or guardians have expressed an interest in the possibility of their child attending Bridgewater, are invited to spend a day in school.

Children from Prep II to VI are tested for their level of numeracy and literacy, and complete a reading test.

**In some instances, the pupil's current school is contacted, to ask for the child's recent school reports and examples of work. This is only done with the parents' consent.**

## Appearance, dress and uniform

All items of uniform are available to purchase from the school outfitters, Whittakers. Their details are:

Whittakers Schoolwear

123-125 Chorley Road

Swinton

Manchester

M27 4AA

Tel : 0161 794 1396

There are full uniform lists available from the office, but here are a few things to bear in mind when shopping for the extras at the start of a new term:

### General

- All children will wear a school blazer, tie and shirt with an optional school jumper/cardigan.
- Shoes must be black and not slip off too easily or have a heel that is too high. Ballet-style shoes should be avoided unless they have a strap.
- Boots of any kind must not be worn.
- Prep VI may wear a school skirt. All other classes wear a pinafore.
- With winter uniform, black or grey wool/opaque tights or grey socks.
- When in summer dresses, ankle or long white socks should be worn.
- **Summer dresses are worn (apart from Prep VI) after the Easter holiday.** The Deputy Head will write to parents if he feels that Easter is too early to wear the summer dress.

### Sport

- Children playing football will need shin pads. If your child is selected to play for the school football team they may require football boots. Metal blades are forbidden. Astro boots are not allowed at play times when children are not wearing shin pads.

## Outdoors

- Trainers are essential for playing outside.
- The only **Top Coat** to be worn is standard school issue, which is a reversible fleece jacket.
- School fleecy/beanie hats – these may be worn in winter. No other type of hat is allowed.
- School baseball/legionnaires caps – these may be worn in summer. Again, the only ones allowed are school issue.

**All items of clothing must be clearly named.**

## Hair

- Children with long hair must wear it tied back. Hair accessories should be a modest size and colour.
- Hair “wraps” are not allowed.
- No tints, colours or highlights are permitted in the Prep Department.
- Hair must not be shaved, be no shorter than a ‘number 3’ but no longer than the collar unless tied back. A reasonable amount of hair gel may be used.
- Pupils are also not allowed shaved ‘patterns’ or ‘tramlines’ in their hair.

## Jewellery / Make-up

- No jewellery should be worn in school by children other than school badges and a watch.
- Children may have their ears pierced, wearing a small pair of matching studs only, and one in each earlobe. Hoops are not permitted. No other piercings are permitted.
- No make-up of any kind is to be worn, including nail varnish.

## Bags

- All pupils must use the standard school bag. There are two styles: an Infant one for EYFS and a Junior one for Prep I to VI.
- PE kit must be brought in a Bridgewater Kit Bag. Boot bags may be used and put inside kit bags.

## Assemblies

Assemblies are normally held each Monday at 1.30 pm and Friday afternoons at 2.30pm.

Friday’s assembly includes the celebration of achievements in class, awarding of progress cards, house star badges and the results of house points for the week. Other achievements, e.g. sporting, musical etc. are acknowledged and forthcoming events announced.

End of term assemblies are also arranged for the final day of each term.

## Assessment, Examinations and Reporting

The Prep Department has a full Assessment, Recording and Reporting Policy which is available on request from the main office. Below are its basic headlines.

## EYFS

All children in EYFS are assessed according to The Statutory Framework for the Early Years Foundation Stage. Other methods of 'in-house' continuous assessments are also used.

The EYFS Profile/Report is completed in the final term of Reception Class, which gives a thorough and rounded picture of each child. Children are assessed by staff against the Early Learning Goals. Moderation takes place in partnership with Starting Life Well (SLW Salford Local Authority). In addition, Reception staff have a full and detailed hand-over meeting with Prep I teaching staff. Each individual child and their unique characteristics of effective learning are discussed.

In EYFS every child has their own personal learning journey recorded via an online Application called TAPESTRY. Parents receive personal login details and password which enable them to interact with their child's learning experiences and pathway to achieving their Early Learning Goals.

In November and May each year, parents are invited to Parents' Evening for both Kindergarten and Reception Class children. We have an 'open-door' policy all year round and teaching staff are available via email: [pritchardp@bwslive.co.uk](mailto:pritchardp@bwslive.co.uk), [armstrongd@bwslive.co.uk](mailto:armstrongd@bwslive.co.uk)

## Examinations

All pupils are assessed twice a year using INCAS from the CEM Centre at Cambridge and Durham University. Children are also formally assessed using White Rose Maths.

## Attendance

One of our most basic expectations is that every pupil will attend school in order to promote his or her own learning.

Please help us to ensure your child's progress and safety by following our procedures. Please encourage your child to attend regularly unless they are genuinely ill, have a contagious disease, or need to seek medical advice.

Absences can indicate problems with work, friendships or fear of a challenge. Encouraging absence as a solution, however well meant, can intensify a problem and ultimately make future examination years even harder to deal with.

If you have concerns, contact your child's class teacher to discuss such a matter.

### Attendance and the law

The school's attendance policy embodies DfE policy and practice.

You are responsible for your child's attendance at school. You do not have any right to approve an absence; only the school, within the context of the law, can do so.

## Badges

We are very proud of the badges we have for our lapels in Prep:

- Head & Deputy Head Boy and Girl

- Star Badges – yellow/green/blue star – these are awarded to children who receive the most house points in a week. Children may only wear this badge for a week, when someone else then takes over. (see *House System* below)
- House Captain Badge – worn by members of Prep V and VI who have earned the most house points in a given term
- Music Badge – member of the Prep Choir (Prep III to VI only)
- Chess Badge – member of school chess team
- Prep Council Badge – 2 members of each class are elected (by their peers) to represent their class on the Prep Council, which meets once every half term to discuss fundraising and other important school issues.
- Citizen Badge – A reward for kindness and doing ‘the right thing’ nominated by class mates.

## Behaviour, Discipline, Rewards and Sanctions

This is a summary of our Behaviour, Discipline, Rewards and Sanctions Policy. A full policy is available on request from the main office.

The pupils at Bridgewater are proud of their school, describing it as safe and friendly with a strong sense of community, with the vast majority of students showing respect for each other and the fabric of our school.

Pupils fully support the need for zero tolerance of bullying and are made aware of its effects on the victim.

Pupils should be encouraged and supported in the following:

1. We do as we are asked first time and do not keep the class waiting
2. We raise our hands to speak to the teacher and listen when somebody is talking
3. We walk around school
4. We keep our hands and feet to ourselves
5. We have respect for everyone and everything in school.
6. We always try hard and do the right thing

In their written work, they should also be encouraged to:

- Use best handwriting at all times
- Use a ruler to draw all lines
- Maintain a clear and orderly page layout
- Be proud of their books.

They should:

- Strive to look smart and be proud of their uniform
- Never bring chewing gum into school (nor on any trips).

### Rewards and sanctions

We praise and reward children for good behaviour in a variety of ways:

- |         |                                    |
|---------|------------------------------------|
| Step 1: | Praise for good work and behaviour |
| Step 2: | House points                       |
| Step 3: | Progress cards                     |
| Step 4: | Praise by Mr Rooney                |
| Step 5: | Mr Rooney will contact parents     |



Sanctions:

- Step 1: Verbal warnings. Warnings are forgotten after each lesson
- Step 2: Name on the board and miss 5 minutes playtime
- Step 3: Removed to Mrs Booth's classroom. Return to class at the end of the lesson. No playtime for the rest of the day
- Step 4: Sent to Mr Rooney
- Step 5: Call parents.

Where there seems to be a tendency for a child to repeatedly behave unacceptably, the teacher may consider speaking to the parents before the matter builds up to something more serious.

Continuous bad behaviour may result in the child being sent home for a period of reflection. This is at the discretion of the Headteacher and Deputy Head.

## Books

All children should be encouraged to take great care of schoolbooks and equipment. Most textbooks are numbered and then become the child's property for the academic year. Should a book be lost or damaged, a form is sent home asking you to reimburse its cost to school.

## Bullying

A full copy of the school's Anti-Bullying Policy is available on request from the main office. It can also be found on our website. Below is a summary of the document.

At Bridgewater School we feel every person has a right to feel safe. Any person who bullies another is denying them that right. The school will not tolerate any action that undermines a person's right to feel safe and will take the necessary steps to stop such behaviour.

The pupils in the Preparatory Department conduct themselves very well, have good manners and demonstrate a respect for each other. However, there may be rare occasions when a child's behaviour may be described as bullying. The policy describes our interpretation of bullying behaviour and sets out the expectations we have of our pupils and the methods we employ to modify behaviour if children are considered to be bullying. Our aim is to always reward good, positive behaviour and to show zero tolerance of bullying as defined below. We stress; however, that in each case of bullying it is the behaviour and not the child that meets with our disapproval.

When pupils are bullied their lives are made miserable. Bullying can affect pupils in a number of ways:

- Loss of self-confidence and self-esteem. They may blame themselves for inviting bullying behaviour
- Unhappy about coming to school
- Affect a pupil's concentration and learning
- Some pupils may experience stress-related illnesses e.g. stomach aches, headaches, nightmares or anxiety attacks
- Pupils may be withdrawn, showing isolated behaviour
- Possessions may go missing
- Refusal to talk about the problem
- Easily distressed
- Damaged or incomplete work.

Everyone at Bridgewater has a responsibility to eliminate all forms of bullying, therefore:

Students who are bullied will be encouraged to:

- Speak to a teacher giving full details of the event
- Develop and speak to a network of teachers and friends.

Students who witness bullying will:

- Intervene if they can safely stop the bullying
- Immediately seek teacher help if they cannot stop the bullying
- Report all incidents of bullying to a teacher.

Parents will:

- Listen sympathetically to reports of bullying
- Contact school to arrange an appointment
- Work with the teachers to find a solution.

## Calendar Dates of Annual Events

(Specific dates and times will be forwarded to parents and contained on our school website).

### Autumn Term

- Prep IV, V and VI Residential Trips take place in the first half of the Autumn term. This involves:
  - Prep III – An extended Adventure Day.
  - Prep IV – 2 days/1 nights
  - Prep V – 2 days/1 nights
  - Prep VI – 3 days/2 nights
- Harvest Festival at St. Mark's Church, Worsley
  - Children bring in fresh food and groceries for local charities and homes. At the service, each class performs an item which may be a song, poem, drama etc. All parents, relations and friends are welcome to attend.

**Please note: School understands that you may not want your child to attend this celebration in church for religious reasons. Please let us know if this is the case. Parents are responsible for making their own arrangements for their child on this morning.**

- Open Day
  - A Saturday in November from 10am to 2pm
  - A chance for you to come and look round the school as a whole and look at displays of children's work
- Parents' Evenings
  - During September and February (KS1 and 2)
  - November and March (EYFS)
- Christmas Performances
  - 2 performances in December:

- Kindergarten, Reception, Prep I and II
- Prep III to VI
- Carol Service
  - 2.15pm at St. Mark's Church in Worsley
  - Parents, relations and friends are most welcome to join us for this end of term celebration
  - Children are taken to the church by coach and are collected from church by their parents. Children who travel home by school bus return to school by coach.

**Please note: Once again, school understands that you may not want your child to attend this celebration in church for religious reasons. Please let us know if this is the case. Parents are responsible for making their own arrangements for their child on this afternoon.**

## Spring Term

- InCAS tests for Prep I to VI (see *Assessment, Examinations and Reporting* above)
- Senior School Entrance Exam (this may begin in the autumn term).

## Summer Term

- InCAS tests for Prep I to VI (see *Assessment, Examinations and Reporting* above)
- Sports Days – July

## Change of Address or Personal Details

If you move home or change any contact details, it is essential that you inform school of this and provide new details so we can still contact you in the event of an emergency.

Change of address forms are handed out at the start of every academic year and are always available from the main school office.

## Complaints and Issues

We treat concerns seriously and expect to be able to resolve them quickly, fairly and effectively with you in the interest of our pupils.

There are rare occasions when you may feel school has got something wrong and it is very important that you let us know in order for us to rectify matters.

Your first port of call should always be the class teacher, who has the most contact with your child.

If you are not completely satisfied with the outcome, you may wish to approach the Prep's Senior Teacher, Mrs Booth – based in Prep IV.

Alternatively, you can talk to the Deputy Head, Mr Rooney, who is responsible for the day to day running of the Prep Department.

If the matter is serious, and you wish to speak to the Head Teacher, an appointment needs to be made via her PA. It is expected and customary that most issues can be resolved prior to this occurring.

Below is a brief summary of the school's Complaints Procedure. The full procedure can be found on the school's website or, if you require a hard copy, please contact the main office.

### *Informal Stage*

In the first instance, unless it is a complicated matter when it can be useful to put the details in writing, we advise parents to broach the matter with the appropriate person either by telephone or to arrange a meeting:

Regarding academic and pastoral matters, parents are advised to make contact with the class teacher.

In serious matters, parents should direct the complaint through to the Head of the Prep Department. If the matter still appears to be unresolved, parents should make arrangements to consult with the Headteacher.

### **Contact Details**

Address:

Bridgewater School  
Drywood Hall  
Worsley Road  
Worsley  
M28 2WQ

Tel: 0161 794 1463

Email: [admin@bwslive.co.uk](mailto:admin@bwslive.co.uk)  
[rooneym@bwslive.co.uk](mailto:rooneym@bwslive.co.uk)

Web: [www.bridgewater-school.co.uk](http://www.bridgewater-school.co.uk)

## **Curriculum**

The department has a curriculum policy. Our curriculum is all the planned activities that we organise in order to promote learning and personal growth and development. It includes not only the academic aspects of education, but also the range of extra-curricular activities that the school organises in order to enrich the experience of the children. It also includes the 'hidden curriculum', or what the children learn from the way they are treated and expected to behave.

At Bridgewater, it is our aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their true potential.

## **Values**

The curriculum is underpinned by the values that we hold dear at our school. It is the means by which the school achieves its objective of educating children in the knowledge, skills and understanding that they need in order to lead fulfilling lives.

## Organisation and Planning

In the EYFS, the curriculum is planned carefully, so that there is coherence and full coverage of all aspects of the National Curriculum and early learning goals, and there is planned progression in all curriculum areas.

Although English and Mathematics are taught as discrete lessons, the termly topics are often used as a context for the subject skills, literacy in particular, to be taught in. Much of the curriculum will be delivered within a topic themed approach. The schemes of work we have devised lead our pupils through organised programmes each term, which progressively develop their knowledge, understanding and skills.

The Deputy and curriculum coordinator oversee the curriculum in order to ensure there is consistency in subject time allocation throughout the department. If you would like more details regarding the curriculum breakdown, please make an appointment to see the Deputy Head.

## Dismissal of Prep Classes at the End of the Day

### EYFS

- All EYFS children will be handed to their parent or carer at the front of school. This is for both Kindergarten and Reception Class children.
- This not only allows the staff to monitor the children in their care, ensuring their safe handover, but promotes the children's independence in gathering their belongings together.

### Prep

- **All children from Prep I to VI will be dismissed to a parent or carer.**
- All children are dismissed via the front door of Prep
- If a family has children in a number of classes, we would suggest that the parent arrives for their children at the collection time for their older child.

#### Collection times:

EYFS	3.15pm
KS1	3.20pm
Prep III & IV	3.25pm
Prep V & VI	3.30pm

## Divorced / Separated Parents

We deal on a day to day basis with the parent with whom the child is living.

Unless the Head Teacher has been informed in writing that an ex-partner does not have legal and unrestricted rights of access, we will treat both parents equally, assuming that we are all working to enable your child to do his or her best in school.

Copies of reports, calendars, notice of parents' evenings go automatically to the parent with whom the child is living; they can be supplied on request to the parent with whom the child is not living.

Where possible we encourage you both to attend meetings together, especially individual meetings on progress or behaviour, so that we work together. However, we do understand that this may not be convenient and will see you separately if necessary.

If circumstances change and your ex-partner no longer has legal access, you must write immediately that this is so.

## Driving On Site

- The north entrance, nearest the Prep building, is not to be used by parents **under any circumstances**. This is an entrance/exit for staff only.
- The gates on the north (Prep) entrance will be inaccessible from 8.30am to 9.15am and from 2.30pm to 4.00pm.
- There is also no access to the school site via the south entrance (Sports Hall) between 2.30pm and 4.00pm in order to allow for the departure of the school buses and the children's safety in walking to them.
- Parents must adhere to the directions and instructions from the school's staff. Instructions of the staff should be treated with due respect.
- The two school entrances **must not** be used as turning round areas.
- No parking in front of the Sports Hall is permitted at any time.
- From 4.00pm parents collecting children from Late Club may drive into school via the Sports Hall entrance and park in a designated area in the Sports Hall car park in order to collect their child.

There is nothing more important than the safety and welfare of your children. Please take care if accessing the school site by car at any time, bearing in mind the site speed limit of 5mph.

## Early Arrivers and Early Club

Prep children are not allowed on site prior to 7.30am.

An early arrival room, located in the Prep Library, is available for EYFS & KS1 children and operates from 7.30am to 8.30am. There is a small charge for this facility. If your child uses school transport to travel to school, they must go straight to Early Club if they arrive prior to 8.30am and will not be charged.

## Entrance Examination

Pupils sitting the exam are Prep VI / Year 6.

Children are assessed on their writing, maths, reading and developed ability using an online assessment and a written paper.

Scholarships are awarded to outstanding candidates every year.

Bursaries are available but must be applied for. Application forms, along with past papers and further information, are available from the school office.

Please note: progression into the Senior Department for Prep pupils is not a guaranteed or automatic process; however, if it is felt that the environment, either social or academic, of the Senior Department

would not suit a child, discussions with the family would start at the end of Prep IV. It is very unlikely that we would accept a pupil into Prep V or VI to whom we would be unable to offer a place in Seniors.

## Equal Opportunities

At Bridgewater School we do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. This is in line with the 1976 Race Relations Act and cover both direct and indirect discrimination.

We both promote the principles of fairness and justice for all through the education that we provide in our school, and ensure that all pupils have equal access to the full range of educational opportunities provided by the school. We constantly strive to remove any forms of indirect discrimination that may form barriers to learning.

We challenge stereotyping and prejudice whenever it occurs. We celebrate the cultural diversity of our community and show respect for all minority groups. Through positive educational experiences and support for each individual's point of view, we aim to promote positive social attitudes and respect for all.

The school has a full Equal Opportunities Policy which can be found on our website. A hard copy is available from the main office on request.

## Extra-Curricular Activities

Over the years Bridgewater School has developed a range of extra-curricular activities to include children in each age group to some extent, but principally for those who are older pupils.

Extra-curricular activities take place during breaks, lunch hours, after the end of the school day, in the evening, at weekend, and the holidays.

**Instrumental music lessons** – these take place at morning break or lunch time every day of the week. Withdrawing children from lessons is regrettable but necessary because of the high demand for music lessons. This programme of withdrawal rotates to ensure fairness.

**Prep Choir** – this is also run as an extra-curricular activity. Choir is for pupils from Prep III to VI.

**Sports Clubs** – tend to be rotated on a seasonal basis.

Please note that not all activities are available to all ages of children. It is mostly dependent on suitability.

A full list of clubs, along with more details including the age ranges they are open to, will be emailed home, displayed around school and placed on the website.

All after school activities follow the following procedures:

- No pupil is left unattended by an adult at any time
- Pupils are collected primarily from the club site
- If after five minutes pupils still remain, they are taken to Late Club
- If there is Late Club for whatever reason, or if the club finishes after 6pm, the club provider remains with the child until he/she is collected
- Similarly, if a school trip returns later than 6.00pm, the party leader remains on site until the last child is collected

- A phone call to the parent may be made using the information supplied by the parent.

Pupils must be collected by someone they are familiar with, or is expected by the child. Anything unusual or out of the ordinary is double checked with the parent. If the parent cannot be contacted, the child will remain in the teacher/party leader's care until contact and confirmation is received.

## **Preparatory Department Guidance for Arrangement of Fixtures and Selection of Teams**

Physical Education and other extra-curricular pursuits play a very important and integral part in Preparatory school life. We believe that the physical and educational benefits which flow from a varied and structured sports and extra-curricular programme are immeasurable.

Bridgewater School Preparatory Department works tirelessly to give as many children as possible competitive opportunities and to be as inclusive as we can. We compete in a wide range of sports as well as chess, general knowledge, dance, art, maths, literature, science and musical competitions.

Playing and performing in such competitions can be time consuming and can be a source of disappointment for those not selected. The following guidelines will endeavour to find a balance between ensuring that a high proportion of students compete for the school as well as being committed to all children accessing the full curriculum. This document will also aid team selection to enable all children to experience the thrill of competing for their school but will also ensure that a suitable fixture is agreed and a team is selected to be competitive in that fixture or competition. The fixture will therefore always be enjoyed by the players because 'scoreboard humiliation' will always be avoided for our teams and our opposition and all our children will be taught to play doing the 'right thing'.

### **Scheduling and amount of fixtures and competitions to be arranged**

Children play sports first and foremost because they love playing. Bridgewater School is dedicated to nurturing that enjoyment and enthusiasm for sport and as a foundation for developing vital skills and tactics for life. Team sports and games teach children to be selfless and to develop the ability to put the needs of others and the group first. These are crucial virtues to have and competition and sport are the best way to learn these. We therefore believe that taking part in a sport and team activities contributes to each child's personal development and self-esteem and is an integral pillar of the school.

Our PE staff have been instructed to arrange as many fixtures as possible and to involve as many children as possible in at least one fixture during the year. The avoidance of missing literature and maths lessons being the main priority.

It is necessary on occasion to take children out of morning lessons because of distance to be covered and/or it is an all-day tournament e.g. athletics, cross country, netball, rounders or cricket. Football tournaments also have to be played in the morning e.g. at Manchester City occasionally.

**When children attend school fixtures or activities class teachers will write in books that a lesson has been missed due to a fixture or out of school activity.**

### **Selection of teams**

#### **1. Opportunities for all**

Bridgewater Prep children enjoy a full and varied programme of curricular and extra-curricular activities. We endeavour to give competitive opportunities to all our students to build their self-



esteem, confidence, independent, self-control, co-operation, loyalty, determination, resilience and other character-building qualities.

**2. Importance of fair competition**

The notion of winning at all costs is frowned upon at Bridgewater School. We do though strongly believe that fair competition is a necessity in sport and team games as it is in life. We teach our children to do their best and to try and win. To pretend that a result does not matter would be disrespectful to our children, to the opposition and to the important values of sportsmanship. To be humble in victory and respectful in defeat is the right way to behave and is a very important lesson in life.

**3. Differentiation of selection**

We have only ever entered competitions and agreed to fixtures when we feel we can compete and enjoy the experience. We like to compete but will always try and avoid humiliating defeats for our teams or the opposition because this would affect the confidence of the children involved. We will therefore always select teams strong enough to protect the confidence of the children of both teams.

**4. Challenging all children to reach their potential**

Children have never been denied an opportunity to play at Bridgewater because they were too young. We believe that if a child is 'good enough and strong enough they are old enough'. We have a duty to all children to try and reach their potential competitively as we do academically in the classroom. This is particularly true of the very few gifted and talented pupils that we have. We believe that equal standards of competition are imperative for all our students so some pupils will compete in teams sometimes 2 or 3 years older if their parents agree and that it is an advantage to the pupil and makes the team more competitive in a tricky fixture. This includes playing for Year 7 on occasion.

**5. Opportunities to participate**

As well as being competitive we also believe that participation should be encouraged and that pupils should have the opportunity to represent the school in the numerous fixtures arranged throughout the year. A plethora of fixtures are arranged against a varying standard of opposition to enable children of varying abilities to play in competitive matches. We also enter individual competitions such as cross country which enable children to represent school in a competitive but non-judgmental environment. All children selected for a fixture will play a minimum of 25% of the fixture unless they sustain an injury or it is felt that selection criteria are not being met successfully. A full explanation to the child and parents will be made after the fixture.

For individual competition selection, for example: cross country, athletics and indoor athletics, the pupils attend lessons and training. The pupils with the best results / times represent the school as long as they also fulfil the criteria stated previously for 'team' selection.

Selection for various team events is therefore based on:

- Level of skill demonstrated compared to the opposition
- Level of fitness compared to the opposition
- Understanding of games, tactics and rules compared to the opposition
- Emotional maturity to cope with the pressure in terms of the level of competition
- Performance, effort and behaviour in lessons and practices
- Commitment to training and learning
- Attitude of player on and off the field of play
- How the player presents themselves, dress, manners, helpfulness, sportsmanship etc.
- Performance of the play as a team member

- Enthusiasm to learn and improve
- Understanding of the importance of safety.

## Fees

The fees include all tuition, books and lunches. They do not include trips or examinations fees. Details of the ways in which fees can be paid are available from the Bursar. Fees must be paid promptly.

We would remind parents that, as students may be suspended if fees are not paid, it is important to contact the Bursar if there are any difficulties. For full details see the Parents' Contract.

Parents **must** give a **term's notice** if they wish to remove their child from Bridgewater whether in Prep, Seniors or the Sixth Form.

If you believe that you will be making a move, **it is a requirement of the Parental Contract to inform the Headmistress in writing at least one term in advance.** Your letter should state the child's name and form and the date of leaving; it is vital that your letter is correctly dated. A verbal indication is not sufficient.

Please note that this applies to the end of Year 6 and Year 11 as well as other year groups.

**You should receive a confirmation from the Headmistress by return.** If you do not receive this, please telephone immediately.

## First Aid

If your child is in Prep I to VI and is involved in a minor accident at school, their injury is logged by a member of staff for reference and the child is given a wristband to wear to identify them as having received first aid.

Minor injuries to KG and Reception Class children are logged in files kept in the child's own classroom.

Parents may receive a phone call from school to make them aware that their child has been involved in an accident.

More major accidents are seen by a qualified First Aider, and logged in the accident book which is located in the main school office.

If a school First Aider feels a child requires more expert medical attention, or a visit to hospital, parents are contacted. If a parent cannot be contacted for any reason, a child may be taken to hospital, always accompanied by two members of staff who will remain with the child until contact and arrangements have been made to meet the parents at the hospital.

A First Aider is on site between the hours of 8.00am and 5.00pm from Monday to Friday during term time.

## Homework

Homework is a very important aspect of the pupils' development. From Prep II upwards, each pupil has a homework diary in which the work for the evening is written. Parents are requested to sign the entry to say that the work has been satisfactorily completed. Messages can also be sent home and to school via the homework diary.

### Time allocation for homework

- Reception Class
  - 10 minutes per day, reading reinforcement
- Prep I and II
  - Monday and Thursday: 15 minutes
  - Weekend: 30 minutes
- Prep III and IV
  - Monday – Thursday: 30 minutes including 10 minutes reading
  - Weekend: 1 hour
  - Literacy and numeracy with occasional assignments in other subjects
- Prep V and VI
  - Monday – Thursday: 40 minutes including 15 minutes reading
  - Weekend: 1 hour 15 minutes
  - Regular weekly schedule with continued emphasis on literacy and numeracy, but also ranging over the curriculum.

Reading is also given as work to be done at home, thus strengthening the partnership between child, home and school.

## House System

Upon entry to Bridgewater, your child will be allocated a 'house'. There are three houses: Ellesmere Yellow, Egerton Blue and Brackley Green. Once allocated a house, children wear appropriate coloured badges depicting their house. These are provided by school.

Housepoints can be given for anything of note: an excellent piece of work, a kind and thoughtful gesture, good manners etc. Children who are awarded the most housepoints each week are awarded star badges in Friday assembly and wear a special badge for a week. A child can only win a star badge once per half term.

Events such as Sports Day may be run as a house event.

At the end of each term, a school postcard is awarded to the child from each house who has achieved the highest total number of housepoints that term.

House Captains are chosen from Prep V and VI, and these are the boy and girl from each house with the most housepoints from the previous term. House Captains cannot serve two consecutive terms.

## Late Collection and Late Club

A Late Club facility is provided where children are supervised up to 6.00pm. Full details of this facility and its costs are available from the school office.

For health and safety reasons, Prep pupils are not permitted to wait at the front of the school, or on the road, unless with an older sibling who attends the Senior School. If a Prep pupil is found waiting for collection without their older sibling, they will be escorted immediately to Late Club to await collection.

## Library

(Please note that this policy is under review)

The Prep Library is situated opposite Prep III.

The fiction section of the library is divided into several sections:

- **Robin Readers** (recognisable by red labels) – available to all advanced and confident readers, generally with a reading age of 12+ (Prep V and VI as a guideline)
- **Canary Readers** (recognisable by yellow labels) – available to pupils developing in confidence with their independent reading. Books contain challenging vocabulary but are appropriate in content (Prep III and IV as a guideline)
- **Bluebird Readers** (recognisable by blue labels) – available to readers who are just beginning to read (EYFS, Prep I and II as a guideline).

## Lost Property

All items belonging to the children should be named in order to find that clothing etc. if left in any area of the school, can subsequently be returned to its owner quickly.

If unnamed items of clothing are found, every effort is made to find an owner. If this fails, the clothing is stored in a marked cupboard by the back door of Prep. If the garments are not claimed within the half term they are then sent to the second hand uniform shop, which is run by the PTA.

Valuable lost property is sent to the main office after reasonable attempts have been made to find the owner.

## Lunches and Snacks

Pupils in EYFS are provided with a drink of milk each day. They may also bring a healthy snack which they eat in the afternoon.

All other pupils may bring their own drinks and snacks.

We recommend a light, healthy mid-morning snack for your child. This may be along the lines of a piece of fruit.

Drinks should be brought in a reusable plastic/sports bottle or carton – no glass or cans please. There is water available in the Prep and children are able to refill their bottles at break or lunchtimes. All drinks are consumed in the classroom.

## Lunch

The Kindergarten children in EYFS (age 3 to 4), eat their lunches in the classroom as this is considered a learning activity.

All other pupils eat in the Dining Hall and have a 4-week cyclic menu. There is a choice of hot meal, including a vegetarian option.

## Medicines

There are occasions when your child may need medication administering at school. This can be done by any willing member of staff and is always observed by another. A log is kept of all medications given.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the Prep class teacher, in normal circumstances by the parent, or by the pupil for children in KS2.

Each items of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency or time of administration
- Storage requirements (if important).

**The school will not accept any medication with no labels, instructions or if the medication or dose cannot be identified due to it being cut from the original packaging.**

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

If non-prescription medication is sent in, and a parent instructs a dosage to be given which differs from the recommended dose stated on the packaging, school will not administer the medication until contact has been made with the parent to clarify matters.

KS1 and EYFS pupils will not be handed any medication to take home, it will be handed directly to parents.

Medication is to be kept in a secure place, out of reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked store room within the staff room. If medicine requires keeping cool, it will be kept in the staff room refrigerator.

If a child is prescribed an epipen, it is also kept in the locked store room.

If children refuse to take medicines, staff will not force them to do so and will inform the parents of the refusal, as a matter of urgency, on the same day.

## Asthmatics

All pupils who are registered on SIMS as having asthma must have an inhaler in school.

These inhalers are stored in class boxes and held in a green medical bag and are taken outside whenever the children are outside. This includes both morning and lunch breaks and school trips.

## EYFS

The staff within EYFS keep a log of their children's medication and when it is administered in their classrooms. Written permission for antibiotics is required each day it is to be administered. All inhalers are locked away with the medicine. The EYFS staff oversee the completion of this log. Staff write the name of the child requiring medication each day on a RED notice near the teacher's desk. One member of staff must witness the administration of any medication in EYFS.

## General

- If a child has been ill in the night or on the way to school, we strongly recommend that you keep your child at home, for both the child's and the rest of the class' sakes.
- If a child has had any sickness or diarrhoea, they must not return to school for 48 hours following the last 'episode' of illness. This is in line with advice from the HPA (Health Protection Agency).
- If a child becomes ill during the day, a member of staff may phone home to ask for a family member to collect the child. It is vital that all contact details are kept up to date.
- If a child develops a headache in school, staff will endeavour to ease the symptoms by encouraging the pupil to get some fresh air, or to drink some water. On the rare occasion that this does not work, the office will phone home to seek parental advice. **Please note, that paracetamol/ibuprofen will not be given to a Prep child without the written, texted or emailed consent of the parent or guardian.** If a parent wishes to come into school to administer some pain relief to the child themselves, this is acceptable. Alternatively, you may wish to take your child home.
- All medication is kept either in a locked room or, if it requires refrigeration, in the staff room refrigerator. **Under no circumstances are children allowed to keep any form of medication on their person – all medication should be handed to the class teacher first thing in the morning.**
- You will have already completed a medical form. If this indicates that your child needs regular medication, e.g. an inhaler for asthma, antihistamines for allergic reactions, a supply of this **must** be kept in school at all times, in case of an emergency. Inhalers are kept in class bags in a locked room and are taken on trips, to sports lessons etc. If this situation alters it is vital you inform us immediately.

## Mobile Phones

As a general rule, mobile phones are not permitted in Prep – not even on 'Toy Days', however, if a pupil from Prep III to VI travel by school transport, parents may complete a form (available from the Deputy Head) requesting their child be permitted to do so. This will be allowed with certain conditions.

If a child needs to phone home, he/she will be allowed to use the office phone. If there is an occasion where you feel it is essential for your child to bring a mobile phone to school, please see the Deputy Head to make a one-off arrangement.

## Parents' Evenings

Parents' Evenings will take place twice a year, in September and February.

A letter is sent home and parents are invited to book appointments with class teachers. Teachers send letters home asking parents to choose a preferred time slot and confirmation of a specific time is sent home prior to the evening. Every effort is made to ensure parents are accommodated.

An 'open door' policy is operated throughout the Preparatory Department and parents are encouraged at all times to contact class teachers, or the Deputy Head of Prep, regarding any concerns that you may have. Please bear in mind that teaching begins at 8.30am so anything more than a brief notification from a parent should be communicated via an appointment before or after the school day.

## Property

Whilst school makes every possible effort to safeguard personal items, children must accept responsibility for possessions brought onto or left on the premises.

Children should not bring in unnecessary personal items such as money, toys and electronic gadgets, are not allowed. For **Mobile Phones**, see above.

## Religion

We are a school with children from many different countries and with various faiths.

RE is taught to all classes on an informative basis, where the pupils learn about the different religions, festivals and celebrations.

We respect all faiths and every effort is made to accommodate their different needs and requirements.

Twice each year, the Prep children perform in the local church to celebrate Harvest Festival and Christmas. School appreciates that you may not want your child to participate in these celebrations in church for religion reasons. We would be grateful if you would let us know and parents are responsible for making their own arrangements for their child on these occasions.

## Residential Trips

The Prep Department operates a series of residential trips, which covers Preps IV to VI, to improve further upon our current focus on the education and development of the whole child.

Trips will take place in September to allow the children to gel both personally and socially with their peers.

Pupils in Prep III are new to KS2 and still very young, so rather than an overnight trip, a long, full day trip is planned for them.

All children are expected to participate in these trips, and with this in mind, they have been tailored to appeal to all. They are mostly of a discovery and cultural nature, allowing children to experience things outside the classroom and academia.

Optional sporting trips such as netball tours are also available in the summer term to Prep IV, V and VI children.

## Safeguarding

We have a legal and moral obligation to protect our students. Unless there is a good reason to do so, it is rarely the case that you are not contacted by the school if there seems to be a child protection issue. This can be difficult and awkward at times for all involved. However, in this matter, the welfare of the child is paramount.

The school has a formal Safeguarding Policy which is consistent with the guidelines issued by the DfES. This can be viewed on our website or a hard copy can be requested from the main office.

The procedures we have in place are whole school ones and the Headteacher is responsible for Safeguarding procedures.

Staff report any suspicion of child abuse directly to her rather than to an external authority. She decides when to report this to the appropriate agencies, if at all.

## Safety

The safety of pupils and staff is paramount and there are measures in place to ensure everyone's continued safety.

All school doors leading to classrooms have coded locks. The front gate between the buildings, which leads to the quad and small Prep play area, is locked between the hours of 8.50am and 3.00pm. This ensures all visitors enter school through the main front door into the manned reception.

All visitors to school are required to wear a visitor's badge.

## After-school clubs and activities

Following all after-school activities or clubs, the following procedures occur for Prep pupils:

- No pupil is left unattended by an adult at any time
- All pupils are collected primarily from the club site
- If, ten minutes are the collection time, pupils still remain, they are taken to Late Club by the activity provider
- If there is no Late Club for whatever reason, or if the activity finishes after 6.00pm, the club provider will remain with the child until he/she is collected



- Similarly, if a school trip returns to school later than 6.00pm, the party leader will remain on site until the last child is collected.

Pupils must be collected by someone they are familiar with, or is expected by the child. Anything unusual or out of the ordinary will be double checked with the parent. If the parent cannot be contacted, the child will remain in the staff/adult/party leaders' care until contact and confirmation is received.

## School Transport

Some pupils travel to and/or from school by school transport.

These can range from a taxi to a minibus to a coach, depending on the popularity of the route. Details of all routes are available from the main school office.

Pupils are expected to adhere to the school's code of conduct regarding travelling by bus. This has been drawn up in order to maximise the comfort and safety of all passengers, as well as the driver, and any pupil who continually flouts the rules will no longer be able to use school transport.

Our Transport Coordinator is Mrs Joanne Connor. Please contact her at school for more information regarding bus routes and availability.

## Special Educational Needs

The curriculum in the Preparatory Department is designed to provide access and opportunity for all children who attend the school. If we think it necessary to adapt the curriculum to meet the needs of individual children, then we do so after meetings have taken place with the Head or her Deputy, the SENCO, the class teacher, support teacher and the parents of the child concerned.

If a child has a special need, teachers in the Prep do all they can to meet these individual needs. We comply with the requirements set out in the SEN policy in providing for children with special needs. If a child displays signs of having special needs, his/her teacher makes an assessment of this need. In most instances the teacher is able to provide resources and educational opportunities which meet the child's needs within the normal class organisation. If a child's need is more severe, we may consider involving the appropriate external agencies when making this assessment. We always provide additional resources and support for children with special needs.

The Preparatory Department provides an SEN Support Log (SSL) for each of the children who are on the school's special needs register who require one. This is at the discretion of the SENCO. An SSL sets out the nature of the special need, and outlines how the school will aim to address the need. The SENCO and class teacher review and monitor the progress of each child at regular intervals. This is discussed with parents three times each academic year.

The school has an SEN policy which takes into account the new SEN Code of Practice.

## Term Time Leave Request

Whilst school acknowledges that work commitments and financial consideration may put pressure on parents to take holidays during term time, current government legislation **does not allow authorised**

time away from school unless you make an application to the Head Teacher in advance (as a parent the child normally lives with) or in 'exceptional circumstances'.

Any leave during term time must be applied for and **discussed with the Head Teacher**. In considering a response to such a request the overall attendance of the child will be taken into account and the individual circumstances discussed. Any absences taken without an accepted explanation or discussion will automatically be recorded as unauthorised absence. If there has been no discussion or an unaccepted explanation for absences, then subsequent absences may also be recorded as unauthorised.

Request for extra work during term time leave cannot be facilitated as much of our pupils' work involves teacher input. Children will be asked to do their online homework challenges and read every day during their absence.

## Timings of the School Day

### Times

7.30am	Children may attend Early Club in the Prep Library. EYFS and KS1 are in the EYFS classroom
8.30am	Learning commences
8.50am	<i>Registration closes.</i> Pupils arriving after 8.50am will receive a late mark in the register.

### Lunch arrangements

- Kindergarten
  - In their own classroom
- Reception
  - 12.00pm in the Dining Hall
- Prep I and II
  - 12.00pm in the Dining Hall
- Prep III and IV
  - 12.20pm in the Dining Hall
- Prep V and VI
  - 12.40pm in the Dining Hall

Lunch is supervised by the Welfare Staff.

1.15pm	KS1 Registration and afternoon school
1.25pm	KS2 Registration and afternoon school

## End of day arrangements

- Kindergarten and Reception (EYFS)
  - 3.15pm
- Prep I and II
  - 3.20pm
- Prep III to IV
  - 3.25pm
- Prep V to VI
  - 3.30pm

## Trips

We support the notion that education does not just happen in a classroom; trips and extra-curricular activities enhance, extend and enrich learning.

The member of staff in charge of a trip always endeavours to visit the site/venue in advance of a first new visit in order to assess the suitability of the trip and the inherent health and safety risks for both the staff and students.

Parents are informed of the trip details in advance by letter and/or email. Payment by ParentPay is seen as permission for your child to participate in the activity.

In order to cut down on unnecessary paperwork, at the beginning of the academic year, all parents are asked to sign a form giving school blanket permission to take their child off-site. This would cover local visits to the woods or certain sporting fixtures. More major trips returning after the normal end of school require a separate, trip-specific permission and a child will not be permitted to participate in the trip unless school has received consent via email.

The teacher in charge completes a full Risk Assessment of the trip and gives clear guidance to students, both before and during the trip, on the standard of behaviour expected, what is to be achieved/investigated on the trip and what to do in an emergency.

All medication is taken on the trip. A child who is asthmatic will not be permitted to participate if their inhaler is not in school.

In the EYFS and KS1, parent participation is encouraged. This is less so in KS2, but the adult/pupil ratio is very much dependent on the type of trip and activities involved.

If the member of staff in charge of the organisation of the trip considers a child to be a potential risk to the wellbeing or health and safety of themselves, any other pupil or indeed, any member(s) of staff, they may request that the child be excluded from the trip. The teacher will discuss the matter with the Head and Deputy Head, and the Headteacher's decision is final.

## Website and Blog

The Bridgewater Prep Blog has been an unqualified success since its inception in September 2015. The blog is a fascinating insight into all the exciting lessons, clubs, fixtures and charitable events that occur in our department. The blog is very popular, averaging over 100,000 views per year. The address is

[www.bridgewaterprep.org](http://www.bridgewaterprep.org)

Bridgewater School also has an excellent website. Its address is [www.bridgewater-school.co.uk](http://www.bridgewater-school.co.uk) and it is updated on a regular basis. There is a great deal of valuable information available on the site, including a range of our school policies and news from across the whole school.

We also have a number of school social media accounts where you will find lots of photographs and information:

<b>Facebook</b>	BridgewaterConnected
<b>Instagram</b>	bridgewater_school
<b>X (Twitter)</b>	Bridgewater Prep @BWSPrep
	Bridgewater School @BridgewaterScho
	Bridgewater EYFS @BWS_EYFS

## Welfare Staff

At lunchtime, all pupils are supervised by the Welfare Team.

The Prep Deputy Head and Senior Teacher are responsible for managing lunchtime supervision and the Welfare Team and meet regularly to ensure the continued smooth running of the lunch breaks.

All welfare staff are fully briefed on all the Department's policies and procedures regarding the health and safety of the pupils, including Safeguarding and First Aid. They are all trained in first aid and the administration of an epipen to a child having a severe allergic reaction.

