Beckers Green Primary School



School Prospectus

Mrs C Smyth
Headteacher

Mrs R Foster
Chair of Governors

Beckers Green Primary School
Beckers Green Road
Braintree
Essex CM7 3PR

Telephone: 01376 322687
Email: admin@beckersgreen.essex.sch.uk
Website: https://www.beckersgreen.essex.sch.uk/

Number on roll: 320 (September 2026)

Vision

Our vision for everyone at Beckers Green Primary School is to:

Be challenged, be inspired, be you.

School Code

- Be Resilient
- Be Respectful

At Beckers Green Primary School we believe that choosing your attitude will help you succeed.

Be kind to each other in work and play and always make someone's day.

Safeguarding our Children and Staff

Governors and staff recognise safeguarding as a key responsibility. We need to ensure our children and staff are protected. To support this role the school has a policy on children protection, which is regularly reviewed, and all staff and governors have received training on how to identify and respond to safeguarding issues. Our Child Protection and Behaviour Management Policy can be viewed on our website, along with Keeping Children Safe in Education September 2026 from the Department of Education.

The school also has the following policies which safeguard children in the school:

- Recruitment Procedure
- Anti-bullying Policy
- Health and Safety Policy
- First Aid Policy
- Online Safety Policy
- Code of Conduct
- Behaviour Management
- Critical Incident Procedure
- Visiting Speakers Policy

Those responsible for child protection are:

Mrs C Smyth – Headteacher

Mrs E Carvalho – Deputy Headteacher

Mrs W Dunne – Pastoral Support Manager

Mrs K Barefield – Head of LKS2

Mr C Butler – Head of UKS2

Miss R Hatchman – Head of EYFS & KS1

Ms T Bell – SENCO Assistant

Mrs V Powell – Governor

Wrap Around Holiday Club – Mrs E Barrett, Mrs L Chandler, Mrs T Smith & Mrs C Sudbury

Governor Statement to Parents

The Governing Body aims to ensure that the school provides a safe, caring and stimulating learning environment, where the highest possible outcomes are achieved by each child.

We will achieve this by:

- Pursuing the highest standards in teaching
- Providing an excellent learning environment
- Giving all children equal access to a broad, engaging, and well-resourced curriculum
- Providing constructive challenge in the form of forthright questions between the Governing Body and the School's Management Team
- Providing the best value in our management of the school's finances
- Promoting the wellbeing of staff and children and communicating with parents, carers, and the wider community.

Staff - September 2026

Mrs C Smyth	Headteacher - Assessment Lead
Mrs E Carvalho	Deputy Headteacher - SENCO and Music Lead
Mr C Butler	Kangaroos Class Teacher - UKS2 Lead and Maths Lead
Miss K Bulleid	Jaguars Class Teacher
Miss N Edwards	Iguanas Class Teacher - PE Lead and History Lead
Mrs L Cunningham	Hippos Class Teacher
Mrs K Barefield	Giraffes Class Teacher – LKS2 Lead
Mr N Browning	Flamingos Class Teacher – MFL Lead
Miss R Hatchman	Elephants Class Teacher - EYFS and KS1 Lead, Phonics and Early Reading Lead & Outdoor Learning Lead
Miss K Finch	Dolphins Class Teacher – English Lead
Mrs J Ward	Crocodiles Class Teacher - RE Lead
Mrs N Jones	Bears Class Teacher - PSHE Lead
Miss L Wheatley	Antelopes Class Teacher – DT Lead
Mrs E Godier	PPA Cover Support Teacher – Computing Lead
Mrs E Westwood	Booster Teacher
Miss L Fisher	Music Teacher
Mrs A Jones	Trainee Teacher

Inclusion Team

Mrs E Carvalho	SENCO
Miss E Healy	SENCO
Mrs W Dunne	Pastoral Support Manager
Mrs S McCormick	Family Liaison Worker
Miss S Greenway	Attendance Officer
Ms T Bell	SENCO Assistant

Admin

Mrs D Frisby	Business Manager
Mrs Z Di Paola	Office Assistant
Mrs C Darch	Office Assistant
Mr M Bowden	IT Support

Premises

Site Manager	Mr G House
Premises Assistant & Cleaner	Miss S Egg
Cleaner	Miss D Yardley
Cleaner	Mrs A Chowles

Learning Support Assistants

Mrs D Amos	Miss D Barclay	Mrs E Barrett
Miss R Blackwell	Mrs L Butcher	Miss G Camp
Mrs L Chandler	Mrs L Dorrian	Mrs C Earle
Mrs C Gray	Mrs C Hanlon	Mrs C Hills
Mrs C Hooker	Miss S Lampard	Mrs J Lloyd
Mrs M Martin	Miss M Mayes	Miss K McGee
Mrs L Miller	Mrs S Munford	Mrs L Pascal-Millington
Mrs K Phillips	Mrs S Pingram	Mrs C Sale
Mrs S Sheldrick	Mrs N Smith	Mrs C Sudbury
Miss M Turner		

PE Support Mrs J Lloyd

Speech & Language Support
Mrs L Geall

EAL Support
Mrs S Sheldrick

Lunchtime Supervisors
Mrs C Earle

Midday Assistant
Mrs C Tuttlebury

Catering Team

Mrs T Guppy	Kitchen Supervisor
Mrs K Baker	Kitchen Assistant
Mrs A Delfino	Kitchen Assistant
Mrs A Chowles	Kitchen Assistant

Wrap Around Care

Breakfast Club	After School Club	Holiday Club
Mrs D Amos	Mrs E Barrett	Mrs E Barrett
Mrs J Lloyd	Mrs L Chandler	Mrs L Chandler
	Mrs N Smith	Mrs N Smith
	Mrs C Sudbury	Miss M Turner

Governors

Mrs R Foster – Chair of Governors

Mrs C Smyth – Headteacher

Mrs E Carvalho – Staff Governor

Miss R Hatchman – Staff Governor

Co-opted Governors

Mr S Lake

Mr G Reeves

Mr A Shelock

Ms E Knights

Mrs V Powell

Parent Governors

Mrs V Gigg

Mr M Cooper

Admissions Procedure

Applying for a school place

NORMAL ADMISSIONS FOR CHILDREN DUE TO JOIN RECEPTION (INFANT SCHOOL) OR YEAR 3 (JUNIOR SCHOOL) IN SEPTEMBER

All admissions for children to join reception (infant school) or year 3 (junior school) in September are co-ordinated through the Local Authority. You can apply for one of these places between 9th November 2026 and 15th January 2027 via the link below. You will also find information via the link on how to submit a late application after the 15th January 2027 deadline.

https://www.essex.gov.uk/apply-for-a-primary-school-place

MID-YEAR APPLICATIONS

All mid-year applications should be made directly to Beckers Green Primary School, using the mid-year application form available on our website. If you do not have online access, a paper copy is available from the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to any year group, apart from September admissions to Reception (Infant School) or Year 3 (Junior School).
For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. The Published Admission Number (PAN) for our school is 45 in a year group.

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when school reopens.

Applications should be submitted no sooner than half a term before the planned start date. We will endeavour to reply to your application within no more than three school days. Where a place is not available to your child, they will automatically be added to a waiting list which is held in accordance with the school's admissions criteria which can be found in the Admissions Policies on our website.

https://www.beckersgreen.essex.sch.uk/about-us/admissions-joining-our-school

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after Children (defined as a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989)
2. Children living with a sibling** attending the school
3. Children living in the priority admission area
4. Remaining applications

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

* A map showing the priority admission area for Beckers Green School and the shared area for Beckers Green School and Lyons Hall School is available from School Admissions and Transport, Essex County Council.

** Siblings are defined as children with a brother or sister (or stepbrother/sister) living at the same address who attends the preferred school at the time of application and with a reasonable expectation that the brother or sister will still be attending at the time of admission.

Waiting lists

If your original application to the school is unsuccessful due to a year group being full you can be placed on the school's waiting list. Applicants will be ranked by the school on these waiting lists in priority order, according to the school's admission criteria.

Appeals against admission decisions

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appeals can be made online through Essex County Council Statutory Appeals Service After your school offer: Appeals | Essex County Council

Admission to Beckers Green Primary School

For children joining our school in September, there will be a series of meetings arranged during the Summer Term including home visits, visits to your child's nursery or pre-school if applicable and Round Robin Meetings, where various members of the school community will talk to you about general issues/concerns. Arrangements are made for your child to visit the school during the Summer Term during our transition week so that everything is familiar to them before joining in September. For children joining during the school year, as soon as a place has been confirmed, you should contact the school, to make arrangements for you to visit us and discuss any specific arrangements for your child.

The School Day

Foundation & KS1 Classes

- Children should be brought to and collected from the outside classroom door.
- Teachers will not allow any child to leave unless they are collected by an adult known to them.
- Please ensure you let the teacher know in advance if your child is going to be picked up by anyone who may not be known to the teacher.

KS2 Classes

- Children can be brought to and collected from the classroom door.
- We do like to encourage the children to be more independent as they get older, in years 5 and 6, and you may wish to wait in the playground or at the front of the school for your children.

8.45am	All classes	Children may come onto school premises and into their classroom. Children are not allowed on the premises before 8.45am unless attending a 'before school' club
8:45am	All classes	**Start of the school day**
12.15pm	Foundation & KS1 classes	**Start of the lunch break** **EYFS begins at 12.00 for first term**
12.15pm	KS2 classes	
1.05pm	All classes	**End of lunch break** Children going home for lunch should return via the office but not before 1.00pm
3.25pm	Foundation & KS1 classes	**End of the school day**
3.25pm	KS2 classes	

School Uniform

Beckers Green Primary School

Our Uniform



Maroon Sweatshirt, Jumper or Cardigan

White Polo Shirt, Shirt or Blouse
(with or without our logo)

Grey or Black Skirt, Dress, Trousers or Shorts.

Summer - Striped or Checked Maroon & White Dress.

Black Shoes (not trainers)



PE Kit:
Black Shorts, White Polo Shirt or T-shirt
(with or without our logo),
Black Plimsolls and Trainers



Outdoor PE in Colder Weather:
Black or Navy Jogging Bottoms & Sweatshirt



Clothes required if taking part in outdoor learning:
Long Sleeved Top, Long Trousers, Coat, Wellington Boots, Spare Socks
(during the winter children will require several layers of clothing including another pair of socks, hat, scarf & gloves)

Important

Please make sure all items are labelled with your child's name. Please note that clothing not listed above is not to be worn at school and will be removed by staff.

Where to Buy:

You can purchase embroidered school uniform from:
MyClothing
www.myclothing.com
Class Clobber
www.classclobber.co.uk

Or plain uniform from any retailer that sells school uniform.

Or second hand uniform direct from our school from our New-2-U shop. Please see the school office for more information.

We expect all children to wear school uniform

Jewellery
Children are not allowed to wear jewellery in school unless there are exceptional reasons. If earrings for pierced ears are worn, they should be small gold studs. These must be taken out for PE as tape is not enough to prevent damage to the carotid artery which is just behind the ear. It is easier for your child, if you can send them to school without earrings on the days when they will be having P.E. If you are planning to allow your child to have their ears pierced, then please plan so for the first week of the summer holidays.

Extreme Haircuts
The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

Footwear
The school wants all children to grow into healthy adults. We do not believe children should wear shoes that have platform soles or high heels in school, this is reflected in our uniform policy. Neither do we allow children to wear trainers to school; this is because we think that this footwear is appropriate for sport or for leisure wear but is not in keeping with the smart appearance of a school uniform.

School Baseball & Safari Caps
These available from the Class Clobber website.

Book Bags & **PE Bags**
These are available from the My Clothing website.

Curriculum Information

The design of our curriculum

Our curriculum has been designed to meet the requirements of the National Curriculum and the needs of our children. With an intake of 45 children per year, we have designed a two-year rolling programme to ensure consistency of coverage for our mixed-year group classes, and which seeks to offer all children the opportunity to revisit key skills and knowledge.

We strive to excite and engage our learners through topics which are selected to enhance their cultural capital. Historically in our community, the experiences of our children have been isolated to their local environment, and it is therefore important that we seek to expand horizons within their school experiences. Our curriculum also includes many opportunities for children to understand the cultural importance of Braintree and its geographical and historical context.

Mrs Karen Barefield is our Curriculum Lead and works closely with Mrs Smyth and Mrs Carvalho to monitor its effectiveness.

The teaching of our curriculum – structure and sequence

Our curriculum has been designed to be knowledge-rich, with plenty of opportunities to revisit key subject knowledge and to apply skills across all subjects. We are mindful of the need to improve our children's understanding of the world, whilst avoiding cognitive overload. Therefore, skills and knowledge are introduced progressively. Knowledge planners are used to ensure children have access to key information about topics at hand – these are currently available for History, Geography and Science. Quizzes, source analysis and mind maps are used regularly within topics to assess whether children know and remember more about what they have been taught.

Although we have termly or half termly topics, foundation subjects such as history and geography are often taught in blocks, allowing teachers to fully immerse children in a given subject (Science as a core subject is taught weekly). Further to this, we encourage children to make links between different subjects and to see that many skills are transferable. Subject leaders have worked with senior leaders to create subject skills progression documents which clearly set out the skills to be taught in each year. In addition, our long-term curriculum plans detail the knowledge to be delivered and revisited.

Our curriculum has been designed around key questions to focus teaching and learning and drive a strong emphasis on introducing new vocabulary in all subjects. The school is a language-rich environment and children are taught new vocabulary explicitly. Vocabulary to be taught is detailed on curriculum plans.

Underpinning our taught curriculum

In addition to the carefully designed curriculum, there are a number of tools and attitudes that we use in our school to enable children to maximise their access to the learning opportunities. These have become fundamental in our approach and include:

- Developing a safe and nurturing environment where all children feel secure to take risks with their learning,
- Peer and collaborative learning strategies to promote teamwork and confidence,
- A clear focus on teaching vocabulary and improved oracy,
- Outdoor learning,
- Metacognition – Using tools such as The Metawalk to encourage children to identify their personal level of understanding and subsequent next steps,
- Teaching of school and British values,
- Self-regulation using Zones of Regulation,
- Growth mindset and resilience.

Foundation Stage

The following areas of learning are covered:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy Development
- Mathematical Development
- Knowledge and Understanding of the World
- Expressive Art and Design.

Baseline Assessments are carried out in the first half of the autumn term and the children's progress and attainment is measured throughout the year with outcomes of emerging, expected or exceeding age-related expectation. The school uses the Tapestry observation system to allow parents to contribute to the assessment of their child's development and to view the teacher's observations.

Key Stages 1 and 2

The following National Curriculum subjects are taught:

- Personal Social Health and Education (PSHE)
- Computing
- English
- Maths
- Geography
- History
- Religious Education
- Art
- Design Technology
- Music
- Physical Education (PE)
- Science

- French

Religious Education
The school uses the Saffron RE scheme which follows the Essex SACRE agreed syllabus which covers a range of religions. We use a scheme written by our own Academy Trust and questions are asked through three lenses – Theology, Philosophy and Human and Social. Emphasis is placed upon tolerance, understanding and respect for the views and beliefs of others.

Parents have the right to withdraw their child from RE and/or a collective act of worship on religious grounds and should discuss this with the class teacher in the first instance.

Relationships and Sex Education
Sex Education is planned for as part of the Personal, Social, Health Education programme. Some aspects are also taught as part of the Science curriculum. Aspects of sex education are always dealt with according to the age of the children and with appropriate sensitivity. Parents are able to see the curriculum content for the year if they wish. The school uses the Jigsaw curriculum for teaching Personal, Social and Health Education.

Parents have the right to withdraw their child from Sex Education, but not Relationships education. Please see our RSE policy on the website.

Physical Education/Outdoor learning
In addition to planned lessons, we also take part successfully in competitions with local schools. All children in KS2 who cannot swim competently, confidently and proficiently over a distance of 25 metres, have the opportunity to attend swimming lessons for a minimum of 11 weeks within the school year.

The school has access to a copse area on the school grounds where outdoor learning sessions take place. These are weekly for EYFS and always available to other year groups. All teachers are encouraged to make use of this amazing outdoor space as we promote a healthy lifestyle and understand the importance of children being outside. We also have an onsite pond which can be used by teachers to support learning.

Mentors
Our Pastoral Support Manager offers mentoring services if a child requires this support. Teachers can refer a child they feel would benefit from time to talk to a trusted adult. Sessions are timetabled and held in the Wellbeing Workshop.

Pupil Parliament
Beckers Green School Pupil Parliament has representatives from every class and year group. Children take great pride in being members and are often involved in school decisions.

Extra-Curricular Activities

Various activities take place during lunch breaks, before school or after school. Some of these are run by school staff and some by 'external agencies. Generally, no charge is made for activities organised by school staff, but charges sometimes apply for activities organised by 'external agencies. Please note that these Clubs vary throughout the year – depending on season. A full list of clubs is available is on the website.

Food and Drink in School

At Beckers Green Primary School, we are proud to be part of the **Healthy Schools Programme** and are committed to promoting healthy lifestyles whilst providing a safe, inclusive and allergy-aware environment for all children.

A member of staff trained in **Paediatric First Aid** is always present when EYFS children are eating snacks or meals.

Allergy Awareness
We are an **allergy-aware school** and work closely with parents, healthcare professionals and our catering team to support children with allergies and medical dietary requirements. Although we do not operate a blanket ban on specific foods, we do have children and staff with **severe nut allergies**. To help minimise the risk of an allergic reaction, we respectfully ask that **no products containing nuts are brought into school**.

We also do not permit **chocolate spread** in packed lunches, as we cannot guarantee that it is nut free and it does not support our Healthy Schools approach.

Children are regularly reminded not to share food, drinks, utensils or lunchboxes, helping to keep everyone safe.

If a member of staff notices a child eating a product containing nuts, the item will be removed sensitively and the reason explained to the child. Parents will be informed and reminded of the school's allergy-aware procedures.

Due to the potentially serious consequences of allergic reactions, we ask all families to support these measures and help us minimise risks for children and staff with allergies.

Identification of Dietary Requirements
To help ensure children receive the correct meal and dietary provision, all children with food allergies or intolerances wear a blue wristband each day. The wristband is put on when they enter the classroom and allows all staff, including teaching, support and catering staff, to quickly identify children who may be at greater risk of a serious allergic reaction or anaphylaxis and who require special dietary consideration. Children with other dietary requirements, including food choices related to religious beliefs, wear a green wristband, which serves the same purpose in helping staff ensure the correct meal choices are provided. This system helps us provide a safe, inclusive and efficient dining experience for all pupils. This system also helps all staff quickly identify children who may be at greater risk of a serious allergic reaction or anaphylaxis, ensuring appropriate precautions can be taken throughout the school day.

Healthy Snacks
Children in **EYFS and Key Stage 1** receive a free piece of fruit or vegetable each day through the Government's School Fruit and Vegetable Scheme.

Children in **Key Stage 2** may bring a healthy snack from home to eat at morning break. Suitable snacks include:

- Fruit
- Vegetables
- Nut-free granola bars
- Rice cakes
- Malt loaf
- Cheese and crackers
- Yoghurt
- Unsalted popcorn

Key Stage 2 pupils may also purchase healthy snacks from the school **Tuck Shop** at breaktime. Items are available for **30p each**.

We politely ask that children do not bring **chocolate bars, sweets or biscuits** as playtime snacks.

Reception children are provided with a healthy snack each morning. A voluntary parental contribution may be requested on a half-termly or termly basis to help cover costs. Contributions should be sent into class in a named envelope.

Packed Lunches
We ask parents and carers to support our Healthy Schools ethos by providing healthy, balanced packed lunches. Lunches should contain nutritious food and avoid excessive amounts of sweets, chocolate and sugary snacks.

To help keep all children safe, we ask parents and carers to ensure that any grapes, cherry tomatoes, or other foods that could present a choking hazard are cut into appropriately sized pieces before being brought into school. Grapes and cherry tomatoes should be cut in half or quartered lengthways, as whole grapes are a common choking risk, particularly for younger children. If staff notice that food has been brought into school in a form that may present a choking risk, they may cut the food into safer-sized pieces before it is eaten. By taking this simple precaution, families can help us create a safer eating environment for all pupils.

As an allergy-aware school, we also ask families to be mindful of foods that may pose a risk to children with allergies.

Lunchtime
Children in **Reception, Year 1 and Year 2** are entitled to a free school meal under the Government's Universal Infant Free School Meals scheme.

Junior pupils currently pay **£2.25 per day** for a school meal. Payments must be made via **Arbor**. If arrears of £9.50 or more arise, no further school meals will be provided until the outstanding balance has been cleared.

If you believe your child may be eligible for **benefits-related Free School Meals**, please contact the school office, who will be happy to assist with your application.

Our weekly menus are available on the school website and are also shared through the school newsletter.

Supervision During Lunch
Midday Assistants supervise children during the lunch break, and a senior member of teaching staff is always on duty.

A member of staff trained in **Paediatric First Aid** is always available when EYFS children are eating snacks or meals.

Drinks and Water
Children should bring a named, reusable water bottle to school each day. Water is available throughout the day and may be refilled from drinking fountains located around the school. Water is the only drink permitted in classrooms.

Prime, energy drinks, fizzy drinks and juice drinks are not permitted in school.

Working Together
Parents are responsible for informing the school of any allergies, dietary requirements or medical needs, and for providing any prescribed medication required in school.

Birthday Treats
We understand that children often enjoy bringing sweets or treats into school to celebrate their birthday. However, due to food allergen regulations, including **Natasha's Law**, and the requirements of **Benedict's Law,** to help keep children with allergies safe in school, we do not recommend sending sweets or food treats into school for distribution. We are unable to allow homemade cakes, biscuits or other homemade food items to be handed out, as ingredient and allergen information cannot be verified.

If parents choose to send sweets into school, they must be in their original sealed packaging with the ingredients and allergen information clearly labelled. To reduce the risk of allergen exposure within the classroom, any sweets brought into school will be handed out outside the classroom at the end of the school day as children are dismissed to their parents or carers and must not be consumed on the school site. This approach helps us maintain a safe, inclusive and allergy-aware environment for all pupils.

By working together, we can ensure all children remain healthy, safe and able to participate fully in school life.

A full copy of the school's Allergy Safety Policy is available on the school website or from the school office on request.

Parental Involvement

Homework

Children are encouraged to support their schoolwork with homework. Your child's class teacher will let you know when to expect homework. All children have a reading book and we hope parents will encourage their children to read at home daily. They will also have a log in for Times Table Rockstars. In Key Stage 2 spellings will also be given via Spelling Shed. Year 6 will have an increased amount of homework, tending to focus on SATS preparation. Other year groups have the option of completing topic-based tasks which are set out at the start of each term.

Wraparound Care

Breakfast Club

We run a Breakfast Club every morning from 7.45am until 8.45am (when the children then go to their classroom). Food is served until 8.30am. The charge for the Club is £3.25 per session. All sessions MUST be booked and paid for in advance of the day(s) required, via our online payment system, Arbor.

After School Club

We run an After School Club every afternoon from 3.25pm until 6pm. The charge for the Club is £6.00 for session 1 (3.25pm – 4.45pm) and £10 for session 2 (3.25pm – 6pm) which includes a light tea which is served at 5pm. All sessions MUST be booked and paid for in advance of the day(s) required, via our online payment system, Arbor.

Holiday Club

Our Holiday Club runs during most school holidays, providing a fun, safe and engaging environment for children throughout the year. Sessions include a wide range of exciting activities such as arts and crafts, sports, games, outdoor play and themed activity days, all led by our experienced and friendly staff.

Please note that Holiday Club does not operate during the Christmas holiday period.

We offer discounted rates for siblings and reduced prices for children booked for a full week, making the provision as affordable as possible for families.

Further information, including booking details and upcoming holiday programmes, is available from the school office and on the school website.

Charitable Events

We encourage the children to support local, national and international charities. Where possible, speakers are invited to the school to talk about fundraising.

Charging Policy

In accordance with National and LEA guidance we have the following policy:

- No charge shall be made in respect of any element of the school curriculum,
- Educational visits are organised and to meet the costs of these visits, a voluntary contribution will be requested. It must be made clear that should contributions not sufficiently cover the cost of any such visits, then they may need to be cancelled,
- The same policy applies to events (e.g., theatre groups) that are organised within school.

Parents experiencing difficulty should contact the school, where any issues will be dealt with confidentially.

Cashless Office
All monies must be paid using the Arbor website.

Keeping in Touch
At Beckers Green Primary School, we believe it is important for parents and teachers to work together. We have two parent-teacher consultations a year and one end of year written report, but we also encourage parents to keep in touch with school throughout the year. We aim to invite parents into school regularly, with outcome afternoons, opportunities to attend lessons and class assemblies throughout the year.

Arbor
At Beckers Green Primary School, we use Arbor, our online school management and communication system, to help keep parents informed and engaged in their child's education.

Through the Arbor Parent Portal and App, parents can easily access and update contact information, report pupil absences, view attendance records, book parents' evening appointments, and make payments for trips, clubs and other school activities. Arbor also allows the school to communicate important information efficiently and securely with families.

Please note that the school does not send messages through the Arbor App messaging function. Instead, communications are sent to parents via email through the Arbor system, so it is important that parents keep their email address up to date and check their inbox regularly for school updates, newsletters, event information and important notices.

We encourage all parents and carers to download the Arbor App and regularly check their account to ensure their child's information is accurate and up to date. Assistance with accessing Arbor is available from the school office if required.

Medical Tracker
At Beckers Green Primary School, we use Medical Tracker, a secure online system that works alongside Arbor to help us manage pupils' medical information efficiently. Medical

Tracker securely pulls relevant medical and contact information directly from Arbor, reducing the need for duplicate records and helping to ensure information remains accurate and up to date. The system allows parents to provide consent for medication, share important medical information and receive notifications about medical incidents, first aid treatment and medication administered in school. This helps us maintain effective communication between home and school and ensures we can provide the highest standard of care for all pupils.

Medical Tracker is also used to notify parents when a child has received a bump to the head or a facial injury during the school day. In these situations, parents will receive an email detailing the incident and any first aid that has been given. Please do not be alarmed if you receive one of these emails, as they are often sent as a precaution to keep parents informed. If the injury were considered serious, or if there were any immediate concerns about your child's wellbeing, a qualified first aider or member of staff would contact you directly by telephone as soon as possible.

Reading Diaries

These are usually checked every day in the Reception and Infant classes so please use the book for asking questions or giving information to the class teacher. The class teacher and teaching assistant will also write in the book. In the Junior Classes we expect children to take the Reading Diary to the teacher if it contains a message from home.

Communication with your Child's Teacher

There may be times, however, when you need to give some urgent or vital information to the teacher so, please do speak to the teacher at the beginning or end of the school day. If there is something that you need to have more than a 'very quick word' about at the start or end of the school day, then it is much better to make an appointment. Appointments can be made through the School Office. We also hope that parents will take the opportunity to attend various assemblies, performances, sports events and meetings throughout the year. We are keen to involve parents in helping in school either on a regular or occasional basis. If you are able to help, then please see either your class teacher or the Head teacher.

Medicines in School

Please do not send medication, including cough sweets, creams or herbal remedies, into school with your child. Any medication required during the school day must be handed to a member of staff by an adult and can only be administered once parental consent has been provided through our Medical Tracker system. Our Medication Policy is available from the school office, where staff will be happy to discuss the procedures with you.

Busy Beckers Bees

Parents are invited to join the Parent Teacher Association (PTA). The PTA meets throughout the year to organise fundraising for the school, as well as for extra-curricular activities for the children and their involvement within the community.

Certificates & Notes Home
All children have the opportunity to earn certificates linked to our core school values.

For further information on recognitions and consequences please see the Behaviour Management Policy on the school website.

School Newsletter
The school has a weekly newsletter, which can be accessed via the parent area of our website. Hard copies are available from the school office.

Behaviour & Discipline

At Beckers Green Primary School we believe that the school is a community in which behaviour is based on mutual respect, tolerance and consideration for others. The values, standards and simple rules of our school are made clear to the children by example and by discussion. We consider that praise and encouragement contribute to children's success at school and seize every opportunity to praise children. We aim to ensure a therapeutic, consistent approach to behaviour management to help promote healthy emotional wellbeing, this is based on Trauma Perceptive Practice – a course which all staff have completed.

Pupils are taught to:

- Consider the welfare and safety of others
- Respect and listen to others
- Develop self-discipline, self-regulation and self-control
- Work hard and take responsibility for their learning
- Own their behaviour and be accountable
- Look after the school environment

Our School Code reflects these principles and is displayed around the school and is expected to be followed.

Be challenged, be inspired, be you

OUR BEE VALUES

- Be resilient
- Be respectful

The Behaviour Management Policy clearly sets out the rewards and sanctions that are used in school. A copy of this is available in school and on our website.

Classrooms Expectations

Classroom expectations are negotiated each year between pupils and teachers. This indicates the rights and responsibilities felt to be important by each class and provide a framework for behaviour management.

Classroom expectations cover key areas such as:

- The way we treat each other
- The way we care for classroom property
- The way we learn and get assistance for learning
- How we solve interpersonal problems in and out of class
- How we can feel and be safe
- How we communicate with each other
- How we can work together collaboratively.

For both school and classroom expectations to be effective, it is important that clear routines have been established, that expectations are seen by all to be appropriate and sensible and that consequences to not complying are fair, logical and applied without malice or uncontrolled anger. Class Dojo is used in all classes to reward positive behaviours.

Anti-Bullying

We take any allegations of bullying very seriously and try to deal with any concerns quickly and effectively, any serious allegations are dealt with by the Headteacher, in accordance with our Policy. A full copy of this is included in our Anti-Bullying Policy – available in school.

Complaints Procedure

A full copy of our Complaints Procedure is available on the school website.

Parents are encouraged to discuss matters of concern with the class teacher in the first instance. If this is unsuccessful or the matter is of serious concern, then parents are encouraged to discuss the issue with the Headteacher. On occasions parents may want to refer matters to the Governing Body. Such a referral should be made in writing to the Chair of Governors, care of the school. If parents are still dissatisfied with the outcome then they may write to the CEO of the Saffron Academy Trust.

Attendance

At Beckers Green Primary School we have a good record of school attendance both authorised and unauthorised.

September 2025 – July 2026	**September 2025 – July 2026**
1.53 % unauthorised absence	4.58 % authorised absence
Attendance for the year = 93.89 %	

All parents are notified at the end of each school year with details of their child's attendance. By law, all children of compulsory school age must receive an appropriate full-time education. As a parent/carer, you are legally responsible for making sure this happens and ensuring that your children attend punctually and regularly. There are only 4 acceptable reasons why your child should be absent from school:

- Medical,
- Transport provided by the LEA fails,
- Religious observance,
- Exceptional circumstances.

Our Attendance Officer will always attempt to resolve any attendance or punctuality issues informally and is more than willing to provide any help, advice, and support to parents to promote school attendance.

From September 2015, the school implemented a new Attendance scheme named the '98 club'. The attendance of all children at the school will be reviewed at the end of each term and appropriate badges will be awarded. The way in which this scheme will work is as follows.

If your child achieves an attendance of 98% or above in the first term from September until December, they will be rewarded with a bronze badge. Attendance of 98% or more in the second term, up until the Easter break, will earn your child a silver badge. If your child then achieves an attendance of 98% or more for the third term, up until May half-term, they will receive a gold badge.

If your child does not achieve an attendance of 98% or more in the first term but does in the second term, they will start from the beginning and be rewarded with a bronze badge. Attendance of 98% or above in the third term would then see your child being rewarded with a silver badge.

Illness at home or at school
If your child is ill or unable to attend school for any other reason, then please telephone the school office between 8.00am and 9.00am and leave a message on the answer phone. Please ensure you tell us your child's name and reason for absence. If your child is not 100% but you feel they are ok to come to school, please send them. We will send them home if we feel they are not well enough to be here.

If we do not have a message from you then we will contact you, as we operate a first day contact policy. Further details can be found as part of the Attendance Policy on the website.

Please ask the School Office for an amendment form to complete if any of your contact details change.

Illness or accident at school
We will contact you if we have any cause for concern or think that your child needs to go home.

<u>Please</u> make sure you keep us up to date with telephone details so that we can always contact you or an emergency contact

<u>Please</u> make sure we have any necessary medical details.

Lateness to School
Punctuality is important. All children should arrive in good time for morning or afternoon registration.

Morning 8:45am
Afternoon 1.05pm

Children who arrive after this time are late for registration and must enter school via the school office. If they arrive after the register has closed (9.30am) this will be counted as an unauthorised absence.

The following are NOT reasons for arriving late to school:

- Taking other children to school,
- Running errands.

Absences
If you need to take your child out of school for any reason not listed below you will need to fill out a leave of absence form which is available from the school office:

- Doctor's appointment,
- Dentist's appointments,
- Feeling unwell.

The head teacher will look at each application and decide if the leave of absence can be authorised.

Taking your child out of school during term time could be detrimental to your child's educational progress.

All schools **by law** must follow the Department for Education's statutory guidance relating to school attendance. They must use the appropriate national attendance or absence code, and follow the criteria set out within the guidance. The statutory guidance states:

- A leave of absence **must not be granted unless there are exceptional circumstances and must be requested in advance**

- A leave of absence must be requested **in advance** by a parent who the pupil normally lives with

- Schools must judge **each application individually**, considering the specific facts and circumstances and relevant background context behind each request

- Where a leave of absence is granted, **the school will determine the number of days a pupil can be absent from school**

- **A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance**

- A school **cannot** grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted

- Where this guidance refers to a parent, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents include:
    - All natural parents, whether they are married or not;
    - All those who have parental responsibility
    - Those who have day to day responsibility for the child

Please note all schools are expected to regularly inform parents about their child's attendance and absence.

Taking your child out of school during term time could be detrimental to their educational progress. If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action. Please find attached information regarding Penalty Notice Fines for School Attendance.

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- For example, a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid **within 21 days**
- If **not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22nd and 28th day

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented **straight to the Magistrate's Court**

- **Prosecution** can result in **criminal records** and **fines of up to £2,500**
- Cases found **guilty** in a **Magistrates Court** can show on the parent's future DBS

certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

Please ask in the school office for Leave of Absence Form.

For full details of our Attendance Policy, please visit our website.

Family Liaison Officer
Mrs McCormick is a Home/School Liaison worker working with not only our school but others in the local area. Her role is to support families with any queries/difficulties they may have including; behaviour, attendance, family conflict and parenting issues etc. Mrs McCormick holds a drop-in session monthly at school and teachers can also refer parents to Mrs McCormick through our Pastoral Support Manager Mrs Dunne.

School Attendance Officer
Ms Greenway is our School Attendance Officer who works with a cluster of schools dealing with attendance matters and can be contacted through Alec Hunter Academy on 01376 321 813.

Documents available in school

The school has on file various Department for Education and Skills documents together with county, Trust and school documents. Copies of these may be obtained through the school office or viewed on the school website. A photocopying fee may be charged for some documents. Documents can also be consulted in school.

Government/Local Education Authority documents:

- National Curriculum – Key Stages 1 and 2
- A copy of the LEA's agreed syllabus for Religious Education
- Ofsted Inspection Report – also on our website
- School curriculum is published online

School Policies on website:

- Accessibility Plan
- Admissions Policy
- Allergy Safety Policy
- Anti-bullying Policy
- Attendance Policy
- Behaviour Management Policy
- Breakfast, Afterschool & Holiday Club Policy
- Charging and Remission Policy
- Complaints Procedure
- Equality, Diversity & Inclusion Policy
- EYFS Policy
- Healthy Schools Policy
- Keeping Children Safe in Education
- Medicine Administration Policy
- PSHE/RSE Policy
- Safeguarding & Child Protection Policy
- School Uniform Policy
- SEN Policy
- SEND Info Report
- Suspensions & Permanent Exclusion Policy
- Teaching and Learning Policy
- Visiting Speakers Policy
- Whistleblowing Policy
- Young Carers Policy

- Parent Guide to School Complaints
- Early Career Teachers ECT Statutory Induction Policy
- Equality Information & Objectives
- Mobile Phone Policy
- Parents & Visitors Code of Conduct
- Restrictive Interventions (including use of reasonable force in school) Policy
- Policy on Management of Unreasonable Persistent Complaint Behaviour

A full list of statutory and non-statutory policies is available from the school office.

Please note that all school policies are subject to regular review and update to keep abreast of school developments.

SCHOOL RESULTS 2025-2026

EARLY YEARS FOUNDATION STAGE

Cohort	Gender	SEN
45 pupils	45% boys (20 pupils) 55% girls (25 pupils)	20% (9 pupils)

	Our school	National Average
% ACHIEVED A GOOD LEVEL OF DEVELOPMENT	70%	72%

YEAR 1 PHONICS RESULTS

% at expected level	National Average % at expected level
79.5%	82%

END OF KEY STAGE ONE RESULTS

Cohort	Gender	SEN
45 pupils	55% boys (25 pupils) 45% girls (20 pupils)	31% SEN (14 pupils)

	% at Expected Level	% Achieving Greater Depth
Reading	71%	27%
Writing	64%	11%
Maths	78%	16%
RWM Combined	62%	4%

MULTIPLICATION TABLES CHECK Year 4

Cohort – 47 pupils 28% SEN (13 pupils)

	School result	National result
Scoring full marks 25/25	55%	44%
Average score	22.3	21.6

END OF KEY STAGE TW0 RESULTS

Cohort	Gender	SEN
45 pupils	58% boys (26 pupils) 42% girls (19 pupils)	27% SEN (12 pupils)

	Average scaled score	% achieving Expected Level	National average % at Expected level	% Achieving greater depth/higher score	National Average % at greater depth/higher score
Reading (SAT)	104.8	80%	75%	29%	%
Writing (TA)	N/A	67%	73%	22%	%
GPS (SAT)	102.8	71%	74%	31%	%
Maths (SAT)	104.7	76%	75%	36%	%
Combined RWM	N/A	62%	63%	18%	%

PROGRESS from end of KS1 to end of KS2

	Average progress score	National average progress score
Reading	-0.25	0.0
Writing	-1.14	0.0
Maths	+0.45	0.0

Progress for reading subject to change linked to successful remark of papers.

Highlighted = estimated. National data for some areas out in October