



**North
Lincolnshire
Council**

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PARENT INFORMATION BOOKLET



Brigg Primary School and Nursery

2023/24



WELCOME TO BRIGG PRIMARY SCHOOL AND NURSERY

The children at our school are well-behaved, enthusiastic and keen to learn and our staff are dedicated and hard-working. All members of our school community are proud of our school and are committed to continued improvement.

At Brigg Primary, children from Nursery to Year 6 learn through a range of exciting themes, which are enriched by visitors to our school and visits to places of interest. Learning is enhanced further by the opportunity to take part in our wide range of school clubs.

We are very fortunate that many of our staff give generously of their time to ensure that our children have access to as many experiences as possible. As a result, we are involved in a variety of sporting and music competitions competing against other schools in the area. There is something for everyone!

At Brigg Primary we are proud of our team spirit. Staff, children, parents and governors work together to ensure each individual and the school as a whole achieves the best possible outcomes. We are on a continual journey of improvement, which is evident as you walk around our school, see the children at work and consider our achievements. We strive for academic as well as personal success.

Our school and our children benefit from the support of the local community and of our parents. Children do better because our parents care and help their children to learn at home. This is a real asset and one that is truly valued. We work in partnership with all who support our children and our open door policy is central to this.

Our continued and further success is dependent upon us all working together. Remember no issue is too small to discuss, our door is open and whether you read this as a pupil, a parent or a newcomer your contribution is valued.

We look forward to working with you.

Mrs Spencer

Head teacher



VISION

Our school takes pride in leading the children at Brigg Primary on their journey - both educational and for life; enabling them to drive their own futures to greater success and shape our diverse world for the better. We will provide a culture of mutual respect and acceptance with children moving onto their next venture with the skills and values to set them on the path to achieve their dreams.

"Hand in hand, we can grow"



OUR VALUES

Respect, Determination, Self-Belief

AIMS OF THE SCHOOL

We aim:

- to provide your child with a school community which is happy and secure, where all children are supported, where they feel safe, and where everyone is encouraged to work together. We want children to feel valued for who they are and to foster and celebrate uniqueness and individuality.
- to provide a balanced, varied and creative curriculum which will equip children with the essential learning skills of literacy, maths and ICT, and promote an enquiring mind and capacity to think rationally.
- to provide an ethos which encourages children to improve and promotes self-evaluation, where achievement is recognised and success is celebrated at every level.
- to promote children's self-esteem and emotional well-being to enable them to respond positively to opportunities, challenges and responsibilities, to manage risk and cope with change and adversity.
- to encourage children to become active citizens with positive attitudes towards immediate and global issues, who are receptive to changing priorities and new ideas.
- to prepare children for the next steps on their journey into adulthood, equipping them to make informed choices at school and throughout their lives.

CONTACT INFORMATION

Address: Atherton Way, Ancholme Business Park, Brigg, North
Lincolnshire, DN20 8AR

Telephone: 01652 652155
 Fax. Number: 01652 656522
 Email: admin.briggprimary@northlincs.gov.uk
 Website: www.briggprimary.co.uk

Follow us on Twitter @briggprimary
 Like our Facebook page @briggprimaryschool

Education Offices: The Director of Education
 Hewson House
 Station Road
 Brigg
 DN20 8XJ
 Tel: 01724 297217

GOVERNING BODY OF BRIGG PRIMARY SCHOOL

Associated Governors: Cllr R Waltham
 Mr G West
 Mrs Featherstone

Appointed by the Staff: Miss S Birkett
Appointed from Parents: Mrs C Clarkson
 Mr K Johnson

Co-opted Governors: Mrs M Archer
 Mrs K Lyth (Vice Chair)
 Mr C Stockdale
 Mrs D Dunderdale
 Mr N Webb
 1 vacancy

Local Authority Governor: Miss D Fryer
Chair: Ms J Rae
 c/o Brigg Primary School
 Atherton Way, Ancholme Business Park, Brigg,
 DN20 8AR

Voting Headteacher: Mrs S Spencer

The Clerk of the Governing Body is the Director of Education or his representative. The regular officer attending Governors' meetings can be contacted at the Education Office, Hewson House, Station Road, Brigg.

MEMBERS OF STAFF

Headteacher:	Mrs S Spencer	
Deputy Headteacher:	Mrs M Archer	
SENDCO:	Mrs H Taylor	
Teaching Staff:	Mrs L Starkie (Foundation Phase Leader)	
	Mrs S Priest	
	Mrs J Winter (KS 1 Phase Leader)	
	Mrs N Passmore	
	Mrs C Rowe	
	Miss E Ward	
	Mr P Cole (LKS2 Phase Leader)	
	Mrs I Roberts	
	Mr J Brittan	
	Mr M Welch	
	Mrs A Howe (UKS2 Phase Leader)	
	Mrs H Knott	
	Miss S Birkett	
	Miss H Edwards	
	Mr G Humphrey	
Early Years Practitioners:	Mrs C Cox	
	Mrs D Jackson	
Lead Learning Mentor:	Mrs S Riggall	
Learning Mentors:	Mrs A Kilbee	
	Mrs L Parker	
Admin Team:	Mrs D Tebb (Business Manager)	
	Mrs A Honess	
	Mrs A Nicol	
Support Staff:	Mrs J Barker	Mrs J Blades
	Mrs A Kilbee	Mrs D Wilson
	Mrs D Clark	Mrs M Cooper
	Mrs R Cowin	Mrs Z Robinson
	Mrs C Frame	Mrs K Cook
	Mrs M Dennison	Mrs L Parker
	Miss K Scutt	Miss C Mastin
	Mrs A Brudenell	
School Custodian:	Mr M Riggall	
Senior Midday Supervisor:	Mrs A Streatfield	

GENERAL INFORMATION

School Hours

Morning:	(8.45am doors open) 8.55am to 11.55am Nursery (8.45am doors open) 8.55am to 12.00am Reception and KS1 (Y1-2) (8.45am doors open) 8.55am to 12 noon (KS2) Y3 - Y6
Afternoon:	12.25pm to 3.25pm Nursery 1:00pm to 3.25pm Reception and KS1 (Years 1 and 2) 1:00pm to 3.30pm Y3-6

We like parents to encourage pupils to be punctual but remember it is better to be late than absent. Parents should try not to have children waiting on the playground too early especially in cold wet weather. Five minutes before school begins is soon enough. Please note that the playground is unsupervised in the morning until 8.45am.

Children who go home for lunch should not return earlier than 5 minutes before the start of the session.

School Lunches

Lunch break lasts from 12.00pm to 1.00pm. Children who stay for lunch from the Nursery Class have lunch between 11.45am and 12.15pm.

Meals are provided by North Lincs Catering Services. Nursery children are served their lunch in the Foundation Unit.

Your child may be eligible for Free School Meals / Clothing Grant. Application forms are available from and should be returned to The Education Offices, Hewson House, Station Road, Brigg or use this link (<http://www.northlincs.gov.uk/schools-libraries-learning/schools-colleges-education/school-meals/free-school-meals/>)

Meals cost £2.50 per day, we run a cashless system and all payments are made by Parent Pay. Please note all pupils in Reception, Year 1 and Year 2 receive free meals as part of the universal free school meals programme.

Children may also bring a packed lunch. For safety reasons we do not allow bottles or jars, thermos type flasks or tins.

Attendance

We actively encourage children to avoid absence from school. We do require a **full explanation** (either via phone or attendance@briggprimary.co.uk) of a pupil's absence from a Parent/Guardian. Failure to provide the school with an explanation will be noted as an Unauthorised Absence and form part of the persistent absence statistics required by the Department for Education.

Every child's attendance is closely monitored and letters are sent home if it becomes a concern. Parents / carers may also be invited into school to discuss ways in which the school can help.

If it is necessary to withdraw your child from school during school hours, **it is essential that the parent signs the pupil out using the electronic system at the reception.**

Leave of Absence

From the 1 September 2013, headteachers have the discretion to grant leave of absence, but they should only do so only in exceptional circumstances. If a headteacher grants a leave of absence request, it will be for them to determine the length of time that the child can be away from school. NB The Headteacher will not grant leave of absence for the purpose of a family holiday.

Applications for leave of absence in term time should only be made if there are exceptional circumstances as to why the leave cannot be taken outside of term time and these circumstances **must be detailed on the leave of absence application form**. Evidence in support of these circumstances must be provided to the school with the application form, (retrospective consent will not be given). Each request will be looked at on the exceptional circumstances detailed on the application form. Any absence taken without the permission of the head teacher will be recorded as unauthorised absence on the school register, which is a legal document.

Penalty notices have been introduced under section 23 of the Anti-Social Behaviour Act 2003 as an alternative to prosecution, for failing to ensure your child's regular school attendance. Where a child has at least 10 school sessions (half days) recorded as unauthorised absence due to taking holidays in school term time, a penalty notice may be issued to all parents/carers by the local authority. **From 1 September 2013**, if a penalty notice is issued, each parent/carer will have 21 days from the date of issue to pay £60. After 21 days it will increase to £120 per parent/carer, per child. **Failure to pay a penalty notice within 21 days will result in prosecution** in the Magistrates' Court under section 444(1/1A) of the Education Act 1996, for failing to secure the regular school attendance of a child. **Persistent unauthorised absence due to leave of absence in term time may directly result in prosecution.**

Admissions

The School's admission policy arrangements adhere to the published criteria contained in the current North Lincolnshire Schools' guide.

The school has a nursery. Places are usually offered on a part time basis. If space allows parents may increase these hours to full time, either by using the 30 hours funding or 15 hours

with a financial 'top up'. Please ask at the office for further details. Children are admitted into the Reception classes in September.

Access to Information

Brigg Primary School processes personal data about its pupils and is registered with the Information Commissioners Office (ICO). A privacy notice for parents and pupils is given out in the first registration pack and are available in the school administration office. This explains the grounds for processing personal data and the lawful reasons why it is shared and who with.

Should you wish to change, amend or view personal data held by the school please contact the school office.

As it is important the information we hold is up to date a new data collection sheet is signed annually to ensure the information held is correct.

Further details can be obtained by contacting school or visiting the school website (www.briggprimary.co.uk) or Local Authority website (www.northlincs.gov.uk).

Homework

All children are expected to read at least 3 times per week. Children are also expected to complete weekly English (spelling) and Maths (times tables / Learn Its) homework tasks and parents are encouraged to take an active part in this. All pupils receive Dojo rewards for completion of homework.

Assessment

Your child's progress in all aspects of school curriculum will be assessed and recorded by their teacher. A system of continual assessment is implemented by each teacher and may involve specific assessment tasks, weekly tests, topic tests or nationally standardised tests.

You will be informed of your child's progress through the National Curriculum with annually written reports. There are also organised times during the school year when you are able to discuss these matters with your teacher.

Inclusion

Some children may require additional help during their time in school. Class teachers will liaise with parents and, if necessary, the Special Educational Needs Co-ordinator.

Parents of all children on the SEND register receive regular updates about their child's progress and are always involved prior to any support agency e.g. Educational Psychologist involvement .

Our aim is to ensure all children have equal access to the full range of the school curriculum.

Children with Special Educational Needs are registered and taught using the arrangements stipulated in the Special Education Code of Practice and Disability Act. Class teachers cater for the needs of each child within the classroom situation. If further assistance is needed, this provided by our designated support team.

The school has a comprehensive written policy for Special Educational Needs. SEN provision is monitored by Governors.

The school follows the requirements of the Disability Act and our school has full access for disabled pupils.

We work closely with support agencies e.g. Hearing Impaired Unit, Autism Team, Behaviour Support, Speech Therapy etc. to ensure that children are provided with the specialist support and equipment that they need.

We will seek to provide to the best of our ability any resources or adaptations that are necessary to meet individual needs.

Please see our SEND Information Report on the website for more information.

Behaviour

The school is keen to reward good behaviour and uses Class Dojo to support this. Dojos are awarded for positive behaviours, such as good listening, good work as well as for specific work - phonics, spelling, reading, maths etc. Children whose work or behaviour/attitude stands out can receive a 'star' dojo too. Staff follow the same system throughout the school when dealing with challenging behaviour. Children may be moved to 'orange' or 'red' if their behaviour is not acceptable.

Parents will be informed of serious misbehaviour and encouraged to discuss the matter with the school in an effort to find a solution.

There is a School Behaviour Policy available for inspection.

School Uniform

Parents are asked to provide their child with the appropriate uniform:

School logo/plain red jumper or cardigan

White shirt or red/white polo shirt

Grey/black skirt, shorts or trousers

School dresses (red/white)

School pinafore (grey/black)



The jumpers, cardigans and red polo shirts with the school logo on are available from the school office. We also stock waterproof fleeces, book bags and red drawstring bags.

Parents are asked to send their children to school wearing sensible black shoes or plain black trainers (no logo).

Please make sure ALL ITEMS are clearly labelled with the child's name.

No jewellery to be worn (except one pair of small stud earrings which must be removed for PE).

Hair accessories should be plain and small. No large or colourful bows/headbands to be worn.

PE Kit

Plimsolls, black/navy shorts and white t-shirts. Trainers may be worn for outdoor PE, as well as jogging trousers and a jacket/jumper. Please put your child's name in each item.

Lost Property

We try to find and return to children any items of lost property. A display of lost property is available for inspection at the end of each term. It always helps if belongings are clearly marked with the owner's name. To lose anything of value, either materially or emotionally, is distressing so we would emphasise that:

- a. Articles of value should not be brought to school.
- b. Money should not be brought into school.
- c. Compensation is not available from the L.A's insurance provision.

Educational Visits and Activities

Well-planned and organised school visits form an invaluable part of the school curriculum as springboards for, or extensions of, class studies and projects. From time to time your child will have the opportunity to participate in these visits and some parents may be asked to accompany the children in a supervisory capacity. The nature of the visit will determine the time involved but these visits frequently occupy a whole day.

Year 6 pupils are invited to attend a residential visit at PGL, Caythorpe Court, near Grantham. This usually takes place in the Autumn term.

School Policy on Finance

Each school visit follows guidelines established by the North Lincolnshire Authority. The agreed policy of the School Governors on charging for school activities is as follows: Voluntary contributions must be asked for if these valuable educational experiences are to be provided for the pupils. To maintain a fair policy, the Governors would expect a voluntary contribution from each pupil attending such a visit. Failure to contribute by one or more persons would jeopardise such visits. (See Charging and Remissions Policy). Payment by instalment is available for all trips and visits.

Extended School Activities

The school offers a wide range of activities, which the children can follow either at lunchtime or after school. These activities vary from term to term, but may include:

Choir	Cricket	Cheerleading
Football	Art Club	Gardening Club

These are organised so that all year groups have access to some clubs during the school year. Letters are sent out each term and each clubs runs for a half term.

Special Events

During the year your children may be involved in a special event. Some examples are listed below:

Concerts: There are Christmas performances by Foundation Stage and Key Stage One. Year 6 present a leaver's concert in the Summer term.

Harvest Festival: This is an annual event held in the school hall. Harvest gifts are usually donated to the Scunthorpe Foodbank but can also form part of a national appeal.

School Fairs: We hold a Christmas fair and a summer fair each year. Donations are welcome and there are lots of activities and games to take part in.

Sports Days: Both Foundation Stage/KS1 and KS2 have Sports Days. Every child takes part.. These are held in the summer term.

School Council

Pupils from Year One to Year Six are elected by their classes to form the School Council each September. The School Council are responsible for organising events and contribute to decision making on a wide level.

STARTING SCHOOL

Starting school is a significant event for both children and their parents. We recognise that although many children will be excited about this, some children and parents may feel anxious about starting full time education.

We will work in partnership with you to ensure that we support you and your child throughout this transition and provide the best start we possibly can on this first step of their educational journey. We ask that you support us in this by preparing your child for school by encouraging them to be independent and recognising the importance of helping them to reach their full educational potential.

More advice can be found in the information that we distribute to all new parents in our Foundation Unit.



PUPIL WELFARE AND SAFEGUARDING

Medical Matters

The school nurse regularly checks some pupils' health status. During the children's first and last year at school the school nursing team will come to measure the children's height and weight..

Medicines

As attendance is important to a child's education, school staff are prepared to administer prescribed medicines. The admin staff will give prescribed medicines if parents / carers are unable to come to school to administer the medication themselves. A form (from the school office) must be completed by the parent / carer giving permission for this to happen. Other medication can also be given but will still require a form to be completed.

Asthma and allergies

Inhalers and Epi pens are stored in a secure cupboard in the classroom, ensuring that the children have immediate access to their own medication and to allow for quick access by staff.

Illness

Although we do our best, we do feel a sick child is better at home. In cases where illness is suspected parents will be contacted by telephone. Please allow 48 hours after sickness or diarrhoea before returning your child to school.

First Aid

The school has a First Aid policy, which will be followed if First Aid is required.

Pastoral Care

We are very fortunate to have a dedicated nurture team, called 'The Forest Family'. This team is led by Mrs Riggall, our Lead Learning Mentor, and is supported by two Learning Mentors (Mrs Kilbee and Mrs Parker) every afternoon. The team offer 1:1 support, group and individual therapies and our designated Nurture Room is available at lunchtime for all children who wish/need to use it.

Pastoral care is in the hands of the class teacher in the first instance, with phase leaders having overall responsibility. Mrs Riggall is available to support parents with any issues relating to family life, either at home or within school.

Please do not hesitate to get in touch should you need our support.

Child Protection/Safeguarding

The school has a rigorous Child Protection Policy of which all staff are aware. The school is expected, by law, to contact external agencies if concerns regarding pupil welfare warrant further action or support. Mrs Spencer is the school's Designated Safeguarding Lead and Mrs Archer and Mrs Riggall will deputise in her absence. Our named Child Protection Governor is Karen Lyth.

We make every effort to ensure the safety of all our children. The policies are written in conjunction with the governors and are available on the school website. Notably, parents are given access to recordings of school performances but are not permitted to take photographs or videos of school events.

eSafety

We believe that eSafety is the responsibility of the whole school community, and everyone has their part to play in ensuring all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The school eSafety policy outlines how we all contribute to eSafety.

PARENTS INVOLVED IN SCHOOL

Parents are most welcome in Brigg Primary School. It is our aim to develop a mutually beneficial partnership between home and school. Parents helping with educational activities including hearing readers and accompanying classes on educational visits are always welcome. If any parent wishes to help in any such activity they should contact the class teacher. Please remember that a police check (DBS) is required for anyone wishing to help in school on a regular basis. Parent helpers are required to sign the Parent Helper's Agreement before working in school, or helping on a trip.

Teacher meetings for Parents

Parent evenings are timetabled for the Autumn and Spring terms when appointments with the teachers can be made to discuss children's progress. Written reports are sent to parents in July and an informal Open Afternoon takes place after this. Parent questionnaires are also sent out annually.

However, if you have any concerns outside of these times, please do not hesitate in speaking to your child's teacher.

Car Parking

It is not possible for parents to use the staff car park to deliver or to collect their children from school. Parents should use the car park on Atherton Way for this purpose and not walk through the staff car park. Parents are requested to park responsibly and in so doing create a much safer environment for children. Car parking is also available in Tesco, Lidl and Fun Forest for park and stride opportunities.

Arrangements for dealing with complaints

Where a complaint cannot be satisfactorily dealt with through the class teacher, headteacher or governors the complaint procedure should be followed as outlined in the North Lincolnshire Complaints Policy Booklet, established under Section 409 of the Education Act 1996.

Road Safety

Road safety is taught as a component of a cross curricular safety theme. **!** Cycling Proficiency is available to pupils in Year 5. Bike-ability plan and deliver theoretical and practical instruction on Safe Cycling.

Communication

Parents can stay in touch with school life through the Class Dojo app.. Parents are provided with individual log ins in order to access staff messaging as well as being able to see their child's activities and achievements throughout the week.

The school has a Twitter feed and Facebook page which provide the wider community an insight in to life at Brigg Primary.

A wider array of information is also available on the school website www.briggprimary.co.uk

School in the Community

We actively promote pupil's awareness of the wider community and seek opportunities to learn about local, national and global issues.

Spiritual, moral, social and cultural aspects of learning are high priority and staff take every opportunity to embed these aspects across the curriculum.

The school is regularly involved in fundraising for those in need, both nationally and locally.

Community representatives such as religious leaders, the police and the fire service are regular visitors in school, promoting good relationships and common values.

We welcome parents into school regularly - to share Headteacher Award assemblies, curriculum afternoons, sports days, concerts etc...



Library

Our library is open at lunchtime for children to read, choose and borrow books. We also hold weekly 'reading cafes' where parents can join their children in the library to share books.



If you would like any further information, please visit our website at www.briggprimary.co.uk