



SCHOOL HANDBOOK

Children's Version

2022-23





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Welcome to our school

We would like to offer you a warm welcome from all of the children at Birch Hill.

We hope you find the information in this handbook useful and we look forward to you joining our school.

Birch Hill has two form of entry for every year group. We have 420 children, plus 26 spaces in our nursery.

In addition to the main school, we also have Sapphire Class (Special Resourced Provision room for children with Autism (ASD) and Moderate Learning Difficulties (MLD)).



Our school **MOTTO** is

learn, believe, achieve together.

Our school:

- Offers a range of exciting topics to develop your knowledge and skills
- Will give you a range of different experiences to build your independence, resilience and to ensure you have fun! such as;
 - * Climb a mountain
 - * Perform on stage
 - * Visit a castle
- Promotes the importance of healthy living
- Develop friendships based on respect
- Develops your empathy and understanding of everyone around
- Fosters respect for the environment.

HOW THE SCHOOL IS ORGANISED

The school is organised into four teams: each with a Phase Leader

- Early Years Foundation Stage (EYFS)
- Year 1 & Year 2
- Year 3, Year 4 (Lower Juniors)
- Year 5 & Year 6. (Upper Juniors)

For the majority of the time, you will be taught as a whole class group. However, for certain subject, such as phonics, teachers may teach you in groups for a period of time.



Teachers make lessons interesting. Pupils enjoy learning about other cultures, for example when handling Sikh artefacts. They debate arguments, for example 'for and against' having rules, with enthusiasm. Pupils learn reading, writing and mathematics successfully.

*Ofsted
October 2019*

Children in early years settle in quickly when they first start. They enjoy taking part in a variety of activities, for example Nursery children enjoy sharing books in the cosy book nook and Reception children learn to count to 20 in the outdoor playground. Children are taught to be independent and ..they are well prepared for key stage 1.

*Ofsted
October 2019*

Year Group Topics

Year Group	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Nursery	Making friends and Settling In Autumn	Festivals & Celebrations Autumn	Zoo Animals Festivals & Celebrations Winter	Transport Shapes Spring	Planting & Growing Summer	Minibeasts Preparing for School
Reception	All about Me & Families Festivals Autumn (Harvest)	Animals and their Homes (Pets/Vets, Woodland) Firework Night Christmas	Animal (Polar) Chinese New Year 999/ People Who Help Us Winter	Farms Spring	Water Minibeasts Growing	The Seaside
Year 1	Where do we live? (Geography) & What is it made of? (Science)	Why do people celebrate? (RE)	What is growing in our gardens? (Science)	Where shall we go? (Geography)	Are humans animals? (Science)	Why do we have castles? (History)
Year 2	What I need to be me? (Science)	Florence and Mary – Should we remember them? (History)	Why did the Dinosaurs become extinct? (Science)	Where do plants come from? (Science)	What would it be like if flight had never been invented? (History)	Do you think it would be better to live in a hot or cold place? (Geography)
Year 3	Why are animals human too? (Science)	What have we adopted from Prehistoric Man? (History)	What's Beneath our Feet? (Geography)	What did the Romans do for us? (History)	How wonderful is our world? (Geography)	What is Art? (Art)
Year 4	Where does my food go? (Science)	Why were the Vikings important? (History)	How has crime and punishments changed over time? (History)	Performance	Why is Bracknell Important? (History)	Why is the Amazon vital for our survival? (Geography)
Year 5	Are we Alone? (Science)	Who could survive on a mountain? (Geography)	What was life like for the Greeks? (History)	Round and Round/Life Cycle (Science)	Fever, Fire & Fashion (History)	Aztec & Mayans (History)
Year 6	What skills do I need to stand in the spotlight? (PSHE) What is a spotlight? (Science)	Would you rather be a Victorian schoolchild or a modern 21 st century schoolchild at Birch Hill Primary School? (History)	What was live like on the Home Front? (History)	Time to Shine	What can I do to help others? (PSHE)	How have I and will I change? (Science)

Building Learning Power (BLP) is about helping you to become a better learners, both in school and out.

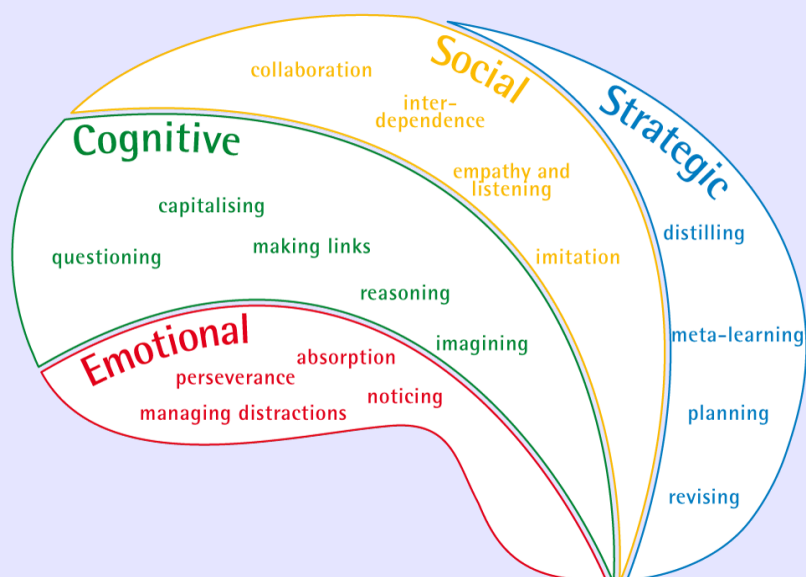
BLP creates a culture in the classroom that help us build positive habits and attitudes that enable you to become better learners.

It helps us face difficulty and uncertainty calmly, confidently and creatively.

We know if you are more confident of your own learning ability, you learn faster and learn better. You concentrate more, think harder and find learning more enjoyable. You will do better in your tests and external examinations.

Building Learning Power prepares you better for an uncertain future.

Today's schools need to be educating you not just for exam results but for lifelong learning and to thrive in the 21st century. You will need to learn how to be tenacious and resourceful, imaginative and logical, self-disciplined and self-aware, collaborative and inquisitive.



BEHAVIOUR POLICY

We follow 4 Golden Rules at school:

1. Be safe
2. Be Ready to Learn
3. Be Respectful
4. Be Honest

The school aims to:

- encourage increasing independence and self discipline so that we learn to accept responsibility for our own behaviour
- have positive, caring attitudes towards everyone. Everyone is acknowledged and valued;
- have a consistent approach to behaviour throughout the school;
- make boundaries of acceptable behaviour clear and ensure safety and;
- help you to understand what is expected

At Birch Hill, we all believe that the responsibility for good behaviour is shared between the staff, children and parents.

We use a Behaviour system which encourages children to reflect on their behaviour through different 'stages' - Time to Make a Choice, Time to make a Change, Time to Reflect



Most pupils behave well. Staff expect pupils to follow the 'golden' rules to 'be safe, respectful, honest, and ready to learn', both in and out of school. Pupils move around the school sensibly. They are attentive in lessons. Pupils listen carefully and follow instructions.

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October 2019*

Are you ready to Learn?

READY TO LEARN

What happens if we are 'Ready To Learn'?

Thank you
You are ticking to the Golden Rules – look out for privileges from your teacher

Double Thank you
You are going above and beyond – look out for extra privileges from your teacher
Have two House Points

Triple Thank you
You are a Star – go and join Mr Dillon or Mrs Cameron for a tea party and get your name in the Triple Thank you book. A letter will be presented to you in celebration assembly for your parents.
Have five House Points

Are you ready to Learn?

READY TO LEARN

What happens if we are not 'Ready To Learn'?

Time to make a Choice
Your time to make the right choice

Time to make a Change
Use the Concentration table
Visit another classroom for time out

Time to Reflect
Miss your break-time and sit with your Phase Leader to reflect on your behaviour

Time to make a Choice
Your time to make the right choice

Time to make a Change
Use the Concentration table
Visit another classroom for time out

Time to Reflect
Miss your break-time and sit with your Phase Leader to reflect on your behaviour

ANTI-BULLYING POLICY

Bullying is unacceptable to this school and is not tolerated by staff. Staff want to promote anti-bullying values, co-operative behaviour and problem solving in collaboration with others.

If anyone feels they are being bullied they must tell their class teacher or an adult .

Bullying is one of those secrets which needs to be told.

School Uniform

The school uniform consists of;

- ⇒ a royal blue jumper or cardigan,
- ⇒ white polo shirt or blouse,
- ⇒ grey trousers or skirt and
- ⇒ blue and a white dress in the summer term.

PE kit is also required, consisting of a ;

- ⇒ T-shirt in white or royal blue,
- ⇒ royal blue shorts and
- ⇒ plimsolls or soft soled trainers.

For safety, indoor PE is always undertaken in bare feet.

PE is an important part of the curriculum and children must wear the correct kit for PE.

Winter PE kit for outdoors is a PLAIN black tracksuit.

All items of uniform should be clearly marked with your name.

Please also be aware:

- Alice bands need to be small and plain.
- No jewellery is to be worn in school.
- Haircuts are a reasonable length and the latest 'step' or train tracks fashion for boys, braided hair decorated with beads, and extreme hairstyles of any kind are not acceptable in school. Only natural hair colours are permitted.



HOME LEARNING

Home Learning help us with our learning!

In Reception you will be given:

- A book with sounds and sight vocabulary words to practise.
- A reading book will be sent home , when you are ready.

In Year 1 you will be given:

- A book with sounds and sight vocabulary words to practise
- Phonics lists for reading sounds
- Reading book: at least twice weekly
- Spelling book: weekly lists given and tested every Friday
- Maths sheet: every Friday reflecting the class maths learning for the week (we encourage this to be done alongside an adult)

In Year 2 you will:

- Be expected to learn a weekly list of spellings. They are given a spelling book and we encourage you to write the words 3 times each to promote the spelling and to work on handwriting. You should be able to use these words in a sentence.
- Be expected to complete a maths sheet that is given out every Friday. You are able to complete and return the homework any time over the next week.
- Be reading an appropriately levelled book from the reading scheme. The parents/ carers are expected to listen to you read. You will be receiving one to one reading with a teacher or teaching assistant once per week as well as a guided reading session (a group reading with discussion) to improve a variety of reading skills. Guided reading books will also be sent home for further practice.

In Years 3 and 4 you will be given:

- Reading activities, every night.
- Weekly spelling lists.
- Times tables, including division facts, every night.
- Half Term grid-includes maths & science: cross-curricular
- Half Term project

In Years 5 and 6 you will be given:

- Reading activities, every night.
- Weekly spelling lists.
- Times tables, including division facts, every night.
- Half Term grid-includes maths & science: cross-curricular
- Half Term project

Some of our classrooms and spaces both inside and out



Year 5 classroom

Most pupils behave well. Staff expect pupils to follow the 'golden' rules to 'be safe, respectful, honest, and ready to learn', both in and out of school. Pupils move around the school sensibly. They are attentive in lessons. Pupils listen carefully and follow instructions.

*Ofsted
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Y3 classroom



Badgers Retreat / Edible Garden



Reception outside area



Junior/KS2 climbing frame



EYFS Phonics Books



Library

Our Library

Classes will use the library on a regularly basis - taking out books and working in there.

In the juniors we also go to the local library and visit Lisa - its only next door to our school!

Musical Events and Performances

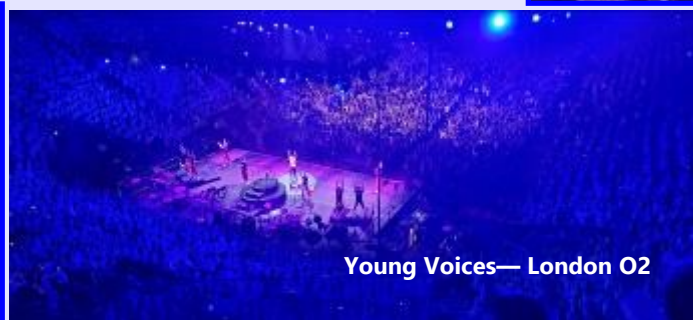
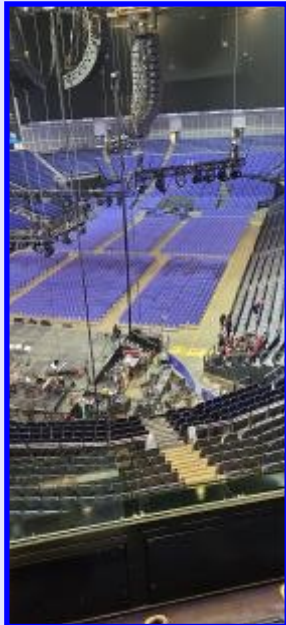
We play to perform at Birch Hill! You will get a chance to do lots of musical experiences and school plays; from Nativity in Reception, through to Shakespeare in Y6. You will also get a chance to sing and perform in class or at school assemblies



Young Voices— London O2



Early Year Nativity



Young Voices— London O2



Drumming in school



Orchestra performance in school



Shakespeare Festival



School play

Other general things to know about school

School Hours:

Infants: 08.50 -1515. Playtime 10.20-10.35

Juniors: 08.50 -15.20. Playtime 10.45-11.00.

Doors open at 8:30 for pupils

Nursery: 09.00-12.00 12.00-3.00

Gate open at 8:45 for pupils

Assemblies

Whole school assembly takes place on Monday at 2:40pm. Infant and Junior Celebration assemblies take place on Friday

We have certificates for Good Work, BLP, Golden Rule and in the Infants Star of the Week. In the Infants we also celebrate your birthday.

During the year we have themed assemblies, such as Internet Safety and we also have visitors come and talk to us.

Lunchtime

We all have lunch in the main school hall

Reception 11:45 - 12:45

Year 1 & Year 2 12:00 - 1:00

Year 3 & Year 4 12:15 - 1:15

Year 5 & Year 6 12:30 - 1:30

You may have a cooked meal, or have a packed lunch. Cooked meals are provided by our own in-house catering team and can be ordered online and paid for online.

A choice of three, meals is offered each day.

Packed Lunches

Packed lunches should be brought in a container which is stored in class areas until you are called for lunch.

Please ask your parent/carers **not include chocolate, cans of fizzy drink or glass bottles**. You may vary your eating pattern during the week if you wish as meals are paid online.

Breaktime Snack

You may bring in a snack of fresh fruit or raw vegetables to eat during morning break. In order to continue to support healthy eating, no other form of snack will be allowed. Bins will be provided and all litter must be placed in them.

We have a no NUTs policy across the school .

Please ensure you do not bring any nuts or food containing traces of nuts into school.

CLASS SWAP

At the end of every year we swap classes around.

When mixing classes, your teachers take into account several factors including; friendships, academic ability, and girl/boy numbers.

Children's Voice:

Houses, School Council, Eco Warriors, Buddies and Sports Captains

Houses

At Birch Hill Primary School we believe it is really important that you have a voice and input into running the school.

There are four Houses in our system: each being named after one of the four elements (Earth, Wind, Fire and Water).

Once you enter Year 1, you are allocated a House for which you will participate in a range of competitions over the school year and are given the opportunity to contribute to something bigger. Each of the four houses are led by two Year 6 pupils, as elected by their peers; their responsibilities include: collecting house points; encouraging younger members of their house do the best they can in order to earn points for their team; represent their house at school events; and foster leadership. Each member of staff is also allocated a House team.



School Council

Our school council aims to encourage us to have a voice and share our (and your! Ideas and opinions.

At the beginning of each school year, we elect a group of pupils (four per year group Yr2-6) to represent each year group. During the election stage, they must deliver a short speech to their peers explaining why they should be appointed.



Throughout the year, the school council meet fortnightly to discuss current projects and raise issues voiced by the pupils within their classes.

We also help lead organising fundraising events for the whole school and frequently lead class discussions to gather their cohort's opinions on different matters.

We have carried out a survey for playground rules to put together a charter for the playground. We have also gathered different opinions from the pupils on how Covid related changes to our school day has impacted them. This was shared with Mr Dillon (our Headteacher)

Other Initiatives such as Eco Warriors and leading 'playground zones in year group bubbles' are future projects we believe will promote participation within the school community and accountability.

Eco Warriors

We have a Eco Warrior group that are working towards achieving the Eco Award.

Two children in every class from Y3-6 are selected by a class vote and meet to discuss how to make the school more eco-friendly.



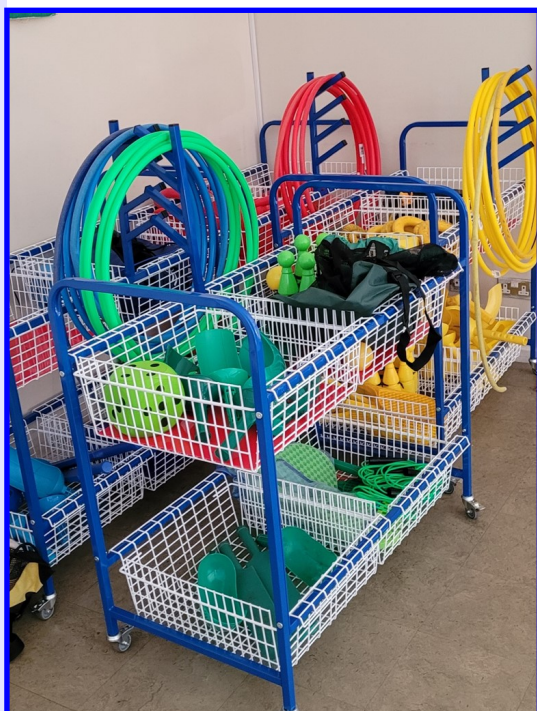
Buddies Duty

We have a buddy system that runs on a rota. It helps children to develop responsibilities and skills.

Children in the juniors (Year 3-6) volunteers for 30 minutes of their lunch break to make sure everyone is playing safely and kindly. They can help in the lunch hall, the corridor or library.

	Monday		Tuesday		Wednesday		Thursday		Friday	
Areas	12:15	12:45	12:15	12:45	12:15	12:45	12:15	12:45	12:15	12:45
4 Dining Hall (tidy the floor and tables, help serving cold food/fruit, and tidy up plates and cutlery. At the end, Put chairs away and sweep the floor)	Jake (3HD)	Mollie (4G) Eve (4G) Romnie (5G) Merthilde (5G)	Finlay (4G) Serena (4G) Naomi (3A) Jake (3HD)	Tacobi (4G) Eugene (4G) Marybeth - (3K)	Sophie-Mae (3HD) Marion (3HD)	Theo (4G) Mollie (4G) Lily (5K) Dorothy - (5K)	Naomi (3A) Dorothy (4G) Emily (4G)	Marybeth - (3K) Dorothy (3HD)	Thomas (4G)	Sophie-Mae (3HD) Marion (3HD) Lily (5K) Dorothy (5K)
4 Upper playground/Field (tidy the area)	Lilia (3A) Zzy (3HD) Dorothy (3HD) Marion (3HD)	Leo (4K) Lily (5K) Dorothy (5K)	Ronald (3HD) Lilia (3A) Ryan (3HD) Jessica (3A) Ive (3A)	Eve (4G) Dorothy (3HD)	Ive (3A) Dorothy (4G) Eugene (4G)	Dorothy (5K) Ethel (5K) Dorothy (5K)	Ronald (3HD) Ryan (3HD) Jessica (3A) Ive (3A)	Dorothy (5K) Ethel (5K) Dorothy (5K)	Dorothy (5K) Ethel (5K) Dorothy (5K) Dorothy (5K) Eugene (4G)	Dorothy (5K) Ethel (5K) Dorothy (5K) Dorothy (5K)
4 Lower playground (tidy the area)	Theo (3HD) Dorothy (3HD) Fern (3HD) Frankie (3A)		Theo (3HD) Dorothy (3HD) Frankie (3A)		Fern (3HD) Lila (3A) Glen (4K)	Marybeth - (3K)	Dorothy (3HD)	Dorothy (5K) Lily (5K) Glen (3A) Edward (3A)	Karen (4K) Theo (4K)	Glen (3A)
2 Corridors (tidy the area)	Dorothy (3HD) Emily (3A)		Glen (3HD) Maya (3HD)	Methilde (5G)	Dorothy (3HD) Emily (3A)		Glen (3HD) Maya (3HD)	Ethel (3HD)	Dorothy (3HD) Emily (3A)	
2 First aid runners (tidy the area)	Julia (3A) Annelia (3A)	Emily (4G) Ethel (3HD)	Julia (3A) Annelia (3A)	Lila (5G)		Dorothy (3HD)	Julia (3A) Annelia (3A)	Lila (5G)		

Break time & Lunchtime Resources



All year groups have access to games resources for their year group. These are split into different colours. Each year group/phase are expected to monitor these resources and look after them respectfully.

Y1/2 Green
Y3/4 Red
Y5 Yellow
Y6 Blue

Congratulations!

This certificate is presented to:

You have been spotted being a fantastic Buddy

by.....

Well done!

Signed:

Date:

School Captains

We also have a rota system where children can help organise the 'Game of the Week' on the bottom playground. As well as helping children to learn to take on extra responsibilities, Sports Captains develop children leadership skills.

EXTRA ACTIVITIES AND EXCURSIONS

Trips, Journeys and Activities

During the school year various visits and activities will be arranged as part of your education. We also have productions from visiting theatre groups and talks and presentations from appropriate experts. In addition, day trips and visits will be organised in relation to school work. We will give you advance notification of such events and will request a voluntary contribution to cover our costs.

Year 6 children have traditionally had the opportunity to go on an extended school journey. This has been in the form of a visit to an activities centre in the UK, where you work with fully qualified staff at such exciting activities as abseiling, water sports, and canoeing.

Peripatetic music teachers for brass, violin and woodwind visit the school. A charge is made for these activities.

The school undertakes many extra activities, both at lunchtime and after school, when pupils can enjoy sport, dance, choir, artwork, technology and musical opportunities.



Y6 Wales Residential



Y6 Victorian Day



Y4 trip to Oxford Castle



Y2 visit to Natural History Museum



Themed Days



Y3 visit to Henley

Keeping you safe



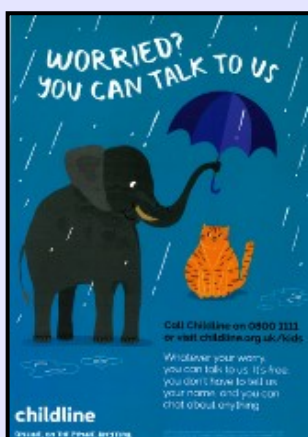
CHILD PROTECTION & SAFEGUARDING POLICY

We are all committed to keeping you safe.

Safeguarding and promoting the welfare of children is everyone's responsibility.

Birch Hill Primary School always considers the best interests of the child and all staff have a duty of care to report any concerns to the relevant agencies. Any safeguarding should be reported to the Safeguarding Team;

- Designated Safeguarding Lead (DSL) Michael Dillon (Headteacher)
- Deputy designated staff including;
- Karen Cameron (Deputy Headteacher)
- Della Payne (Family Support Adviser - FSA)



e-safety

At Birch Hill Primary School, we are dedicated to ensuring that you understand the benefits and dangers of the digital world.

Understanding how to stay safe online is essential - use the links below to find out more and there is some great advice for your parents/carers too.

If you are ever worried about something, the best thing to do is tell an adult you trust what has happened and how you are feeling. They will be able to help you.

The arrangements for safeguarding are effective.

Pupils are safe school. Staff have regular training. They understand what to do if there are concerns about a pupil's t this well-being. Staff keep safety records up to date and deal with any worries quickly. Leaders make routine checks on new staff and any volunteers who want to help in school.

*Ofsted
October 2019*