



# Bush Hill Park Primary School Brochure

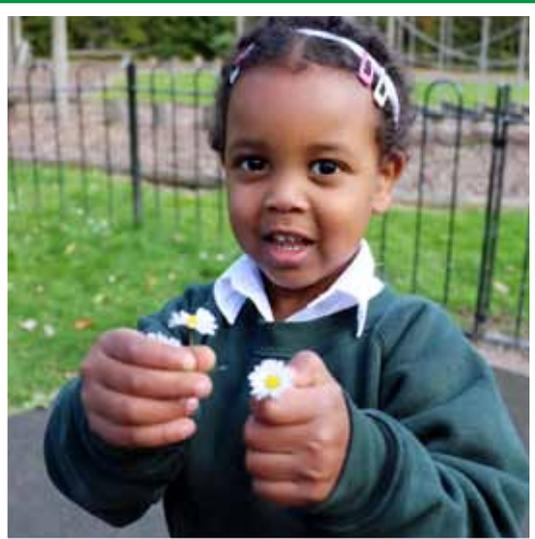
**Be The Best You Can Be!**





# Contents

3. Be The Best You Can Be!
4. A message from the Headteacher
6. The Curriculum
7. School Organisation
8. Homework  
School Uniform
10. Attendance and Punctuality
11. Breakfast Club  
Extended Schools and Clubs  
School Meals
12. Assemblies  
Anti Bullying  
Child Protection
14. Responsibilities  
Secondary Transfer
15. Charging Policy  
Inclusion
16. English as an Additional Language  
Special Educational Needs and Disability
17. Behaviour Policy  
Involving Parents/Carers
19. Emergency Contact  
Complaints and Admission Procedure



# Be The Best You Can Be!

As enthusiastic learners

As creative thinkers and problem solvers

As effective communicators

As kind, respectful friends and team members

As fit and healthy participants

As responsible, active citizens

As positive, resilient human beings

**Our aim:** To equip our pupils with the skills, knowledge, understanding, abilities and attitudes they need to reach their full potential for life in the 21st Century.



# A message from the Headteacher

Bush Hill Park is a large, vibrant and successful Primary School with around 660 pupils from Nursery to Year 6. At Bush Hill Park we have high expectations of achievement and believe in providing all children with the skills for lifelong learning through engaging them in a rich, challenging curriculum within a shared culture of safety and respect.

At Bush Hill Park, families share in their child's learning and successes. We believe that working together in a strong partnership is the best way to ensure your child's success. We expect our children to grow into successful and responsible young people who make a positive contribution to their school and the wider community.

I have the wonderful pleasure of being Headteacher of this happy school where we work in an atmosphere of respect and trust, where each child feels secure and cared for and has a sense of belonging. During their time at Bush Hill Park children will be introduced to a wide variety of learning experiences and curriculum enrichment opportunities. We take pride in our diverse community and value each child as an individual, working with families to foster caring attitudes, thoughtfulness, mutual respect, self-discipline and self-confidence.

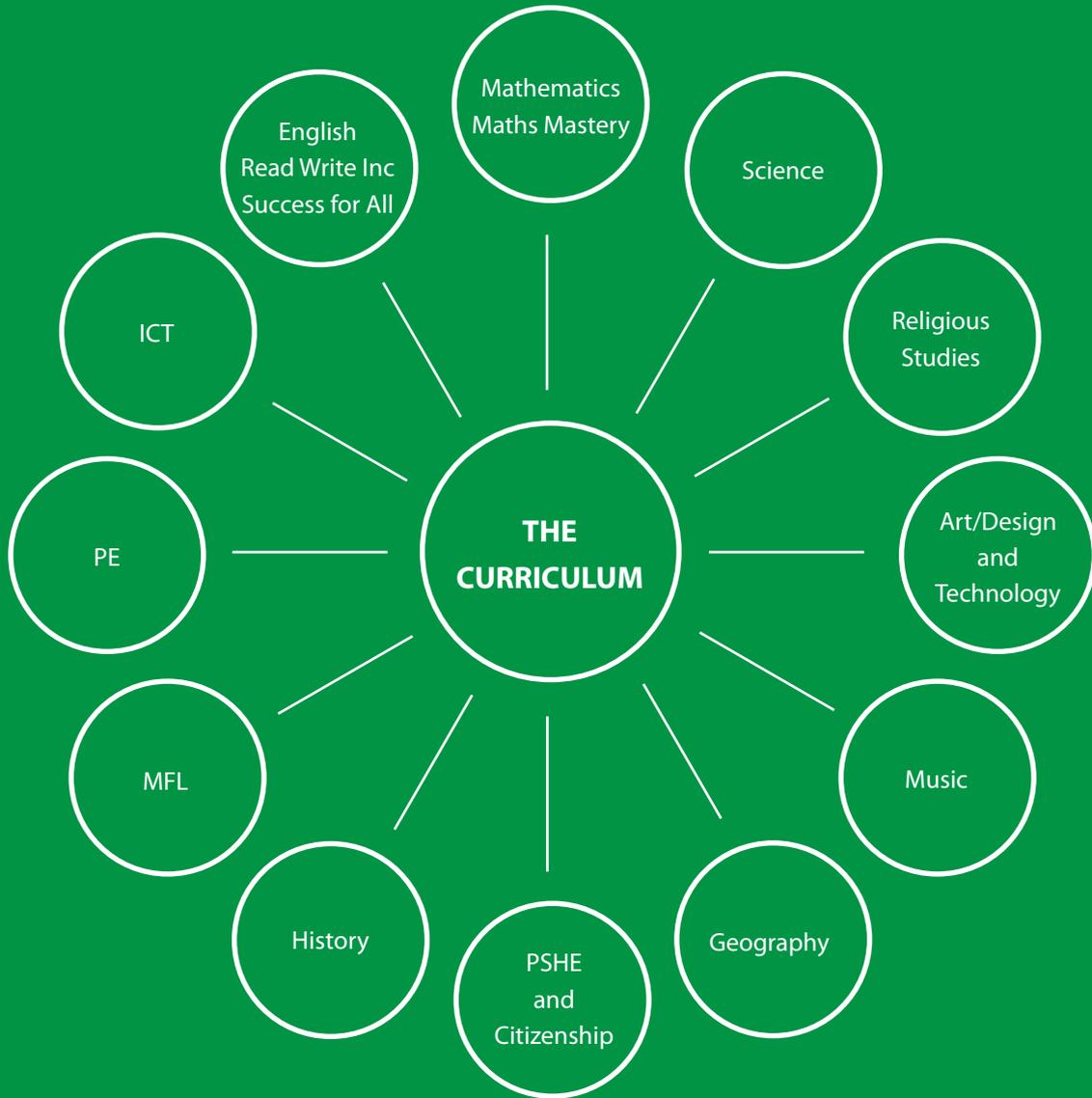
We have great children who are keen to learn, and an excellent team of staff who go the extra mile and are innovative and supportive, with the children at the heart of everything that they do. We work hard to ensure that we support our children to become independent, motivated, confident individuals who aim to 'Be The Best They Can Be!'



**Anna Theodosiou**



# The Curriculum



# School Organisation

Bush Hill Park is a community school which has approximately 668 pupils.

Classes are grouped by age and comprise:

**Early Years** (3/4 year olds) - Nursery, one class in the morning from 8.40 until 11.40, and one class in the afternoon from 12.30 until 3.30.



**Reception Classes** - 4/5 year olds

## Key Stage 1

Year 1 classes - 5/6 year olds

Year 2 classes - 6/7 year olds

## Key Stage 2

Year 3 classes - 7/8 year olds

Year 4 classes - 8/9 year olds

Year 5 classes - 9/10 year olds

Year 6 classes - 10/11 year olds

Parent/carer and teacher consultations take place each term and there is also an annual written report of school achievement. Parents and carers are able to see the class teacher throughout the year to discuss children's progress. Teachers will also speak to parents and carers about highlights and concerns on an informal basis. We know that children are successful learners when there is regular contact between parents and teachers and good support from home.

# Homework

Children at school have a tremendous amount to learn and there are only so many hours in a school day. Homework enables children to:

- Practise aspects of their learning
- Extend their learning
- Share their learning with their families
- Pursue areas of personal interest
- Become more independent in their learning

# School Uniform

All children are expected to wear full school uniform as this builds a positive identity towards the school and learning. School uniform is smart and practical for daily activities. We want our children to be recognised in the wider community and to be proud of wearing the Bush Hill Park School uniform.

Our uniform is not expensive and we expect parents to support our policy.

Uniform can be purchased from the school on Friday afternoons from 3.30pm.

## **School Uniform:**

Grey trousers/skirt, white polo shirt or shirt, green jumper/cardigan/fleece, black shoes

## **PE Kit:**

Green shorts/jogging bottoms, white t-shirt, black plimsoles

## **Children may not wear:**

High heeled shoes or shoes unsuitable for playtime and running

Hooded tops and clothing with slogans on. Baseball hats except for the school cap

Hooped or dangly earrings, rings, necklaces or bracelets unless for religious reasons



# Attendance and Punctuality

At Bush Hill Park School, we know that good attendance improves children's academic achievements and developments. We are therefore committed to ensuring that children attend school every day.

Should your child be too ill to attend school or have a medical appointment then you should inform the school office on the first day of absence before 10am. Our attendance officer follows up pupil absences each day and as a school we work with Enfield Local Education Authority to ensure good attendance rates.

**Please note that it is school policy NOT to give permission for any absence for holidays during term time.**

Children are expected to be on time to school and we operate a very strict monitoring system for pupils who arrive after 9am. Please also ensure that your child is collected on time at the end of the day – it can be very distressing for

a child not to know when you are coming. If you are delayed for any reason, please telephone the school to let us know.

## School Times

Children should be on the playground at 8.50am, when their class teacher will collect them. The playground is supervised from 8.40am so children should not arrive at school before this time.

The school day ends at 3.15pm



## Breakfast Club

As part of the Healthy Schools initiative, a Breakfast Club runs in the Ashton Hall from 7.50am every morning. The children are given a healthy breakfast of cereal or toast with a drink, after which they play games and are supervised in the playground until the start of school. Entry is between 7.50am and 8.25am only, and costs £1.

## Extended Schools and Clubs

We offer a comprehensive and varied range of activities and clubs for children after school. We currently run clubs for homework, athletics, netball, gymnastics, rounders, football, cricket, tennis, multi-skills, street dance and musical theatre club. We are proud of the work in this area which enriches the education and development of our pupils. Grass Roots runs an After-School Play Scheme in the school during term time from 3.15pm to 6.00pm. Contact details from the school office.

## School Meals

Our school meals are cooked on site and all meat used is Halal. All children in Early Years and Key Stage 1 are entitled to free school meals. Parents of KS2 children may choose this service. Pupils can choose from a cooked meal selection or have a school meal lunch bag with sandwiches, fruit, drink and a biscuit. Alternatively, parents may provide their children with a packed lunch from home. Please do not include fizzy drinks, chocolate, sweets or nuts in packed lunches.

As we are a Healthy Eating school, we expect pupils to eat a range of foods. We encourage pupils to do this if they choose school meals and we expect pupils to bring packed lunches from home that reflect healthy eating.

## Assemblies

Assemblies are held every day. Some are for a whole key stage, whereas others are in phase, year groups or classes. The assemblies aim to reflect the cultural, ethnic and religious backgrounds of the children and are therefore multi-faith. Parents/carers will be invited to termly class assemblies.

## Anti Bullying

The school's definition of bullying is:

Deliberate, hurtful behaviour by a group or individual against any other group or individual usually repeated over a period of time.

This may take the form of physical, verbal, emotional or psychological abuse.

The school uses a variety of anti-bullying sanctions and strategies and our approach is explained to parents/carers at the 'Meet the Teacher' sessions at the start of each academic year.

The school takes all incidents of bullying very seriously and children are strongly encouraged to report any bullying to an adult. Isolated examples of unsociable or inappropriate behaviour are dealt with under our Behaviour Policy.

## Child Protection

The welfare of the children is our first priority. The staff, parents and governors share a responsibility to keep our children safe. Any member of staff, parent or governor should contact the designated person (the Head Teacher) if there is a concern. Information relating to child protection is absolutely confidential and shared on a 'need to know' basis.



# Responsibilities

All children are given opportunities to take on roles of responsibility including School Council, class monitors and buddies for children new to the school.



The Year 6 children take on a number of responsibilities as prefects, such as looking after equipment, giving out registers and delivering messages. Year 5 children are particularly involved in organising playground activities. There is an elected School Council which discusses and makes decisions about a wide range of issues affecting school life. Many pupils take on responsibilities such as school or classroom monitors, Green Team, playground mediators, sports leaders, and reading mentors.

## Secondary Transfer

Bush Hill Park School pupils transfer successfully to various secondary schools in the area, including Oasis

Hadley, Kingsmead, Enfield Grammar, Edmonton County, St. Anne's and Enfield County. During Year 6, there is a programme of meetings and guidance to assist you in selecting secondary school preferences and to ensure the transition is as smooth as possible.

## Charging Policy

At Bush Hill Park, we enrich the curriculum for your child by organising educational trips and visits. Parents may be asked for a contribution towards the cost. We hope that parents will be able to do so voluntarily as an activity may have to be cancelled if insufficient contributions are received.

## Inclusion

Our learning and teaching practices within the school follow recognised inclusive procedures in order to meet the needs of all pupils. We aim to give all our children the opportunity to succeed and reach the highest level of personal achievement.

At Bush Hill Park, we make provision for pupils who are gifted and talented, those with English as an additional language, special educational needs, minority ethnic

and faith groups and any children at risk of disaffection or exclusion. We do this through:

Setting suitable learning challenges

Responding to children's diverse learning needs

Overcoming potential barriers to learning

Devising assessment for individuals and groups of pupils

Providing enrichment opportunities



## English as an Additional Language

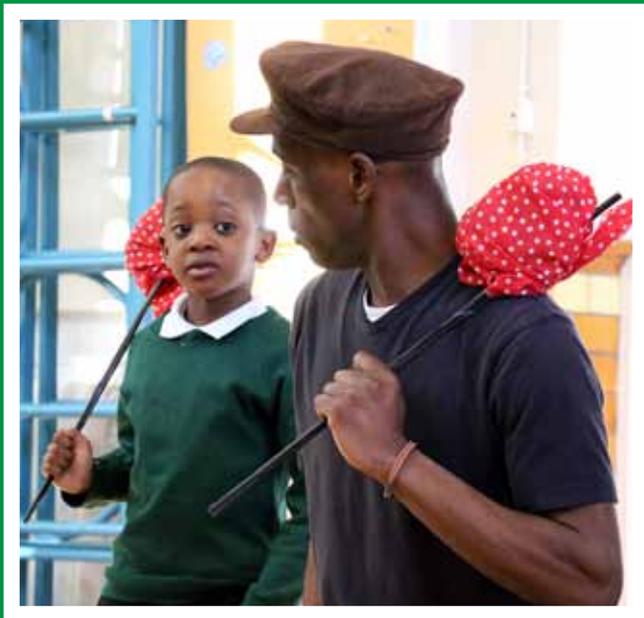
We celebrate the wonderful multicultural ethos of our school and are proud that our children speak many languages. To ensure that each child reaches his or her potential we provide a range of support for pupils who have English as their additional language.

Our main focus is to work with mainstream staff to provide support for our children to access the curriculum. Our teachers receive regular training to enhance their skills in this area. We teach bilingual pupils in whole class situations and we are also able to plan learning activities for children in small groups. We have several dual language staff who assist us in interpreting and we have specific staff to work with English language beginners. We also run ESOL classes for parents and carers to learn English.

## Special Educational Needs and Disabilities

Our school helps children with a wide variety of special needs. We review and assess children's progress continuously. Any child identified as needing extra support with learning or development is registered promptly and action is taken to provide an appropriate curriculum.

Teachers work closely with parents and their children to support learning and development. The Assistant Headteacher of Inclusion liaises with teachers, pupils, parents and other experts to ensure that each pupil with special needs has a school based plan to help them make progress. The full policy is available on our school website.



## Behaviour Policy

In our school, we recognise that good behaviour is necessary in order to create an effective learning environment. We have high expectations with regard to behaviour. All members of our school community share the responsibility for implementing the school's policy. We expect good manners, consideration and respect; children who follow our behaviour code are recognised and rewarded. We give pupils opportunities to choose the right behaviour and we support this with praise, stars of the week and certificates.

At Bush Hill Park School, we will not allow poor behaviour to interrupt the learning of others. There are clear consequences and sanctions for unacceptable behaviour which are known to all pupils and staff.

Parents are expected to support the school's behaviour policy and to sign the Home School Agreement with us. We also invite you to discuss any issues about your child on a regular basis.

## Involving Parents/Carers

Home school Partnership – It is essential for school and home to work together in partnership to give children the best education possible. Communication is key to this partnership. Our Family Support Officer is available should you need assistance. We keep you informed through: The school's website which is: [www.bushhillpark.enfield.sch.uk](http://www.bushhillpark.enfield.sch.uk), a free downloadable school app, Multiscreen TV in the reception area, and newsletters about events, celebrations and concerns. A termly curriculum letter to inform parents/carers about the topics to be covered each term and how to support their child, parent/carer consultations with class teachers to discuss their child's progress and set targets. A written report about each child's progress sent out twice a year and workshops for parents/carers on how to help their children at home with different areas of the curriculum.

## Emergency Contact

It is important that the school has accurate information on home addresses and daytime telephone numbers, in case parents need to be contacted urgently. All parents are asked to provide a telephone number where either they, or a friend, can be contacted in the event of illness or accident.

It is essential that the School Administrative Officer is informed immediately of any change of address, place of work, or telephone number.

## Friends of Bush Hill Park School

FOBHPS organises social events to raise money to help the school buy extras, such as garden areas, stage lighting, playground and sports equipment and extra books. Please let us know if you are able to help by being on the organising committee or assisting with functions.

## Complaints Procedure

If you are unhappy about the educational experience that your child is receiving then please speak to the class teacher in the first instance. If you still have concerns, then you may make an appointment to see the Headteacher. We are able to resolve most issues by working together. Should you feel the need to take matters further you may contact the Chair of Governors through the school or you may telephone:

The Contact Centre, London Borough of Enfield, 020 8379 1000

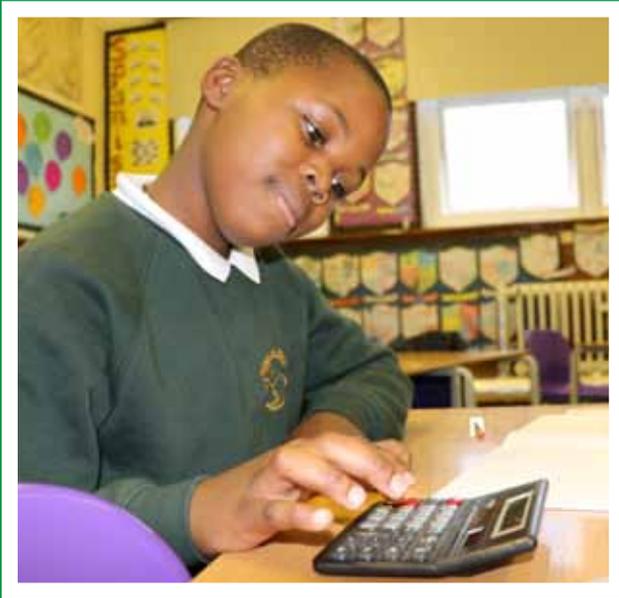
A copy of the complaints procedure is available on request.

# Admissions Procedure

All admissions are through the Enfield Admissions Department

The Nursery admits 60 pupils on a part-time (morning or afternoon) basis. Children are admitted at the start of the academic year in which they turn three.

Parents/carers may apply for a place through the Local Authority from the October-January before the child would start school.



**School Admission:** The standard number of pupils in the rest of the school is currently 90. Nursery pupils need to re-apply for a place in Reception. Children are admitted to Reception at the start of the academic year in which they turn four.

**Induction:** Nursery and Reception staff visit the homes of new pupils before they start school, so that they can find out as much as possible about each child in order to meet their needs. Children start by visiting the school with their parent/carer and build up gradually over several days until they are ready to attend full time. Staff consult parents/carers constantly to ensure starting school is a happy experience for every child.

**Casual Admissions:** New parents/carers of children joining the school other than at the start of their school career meet with a member of staff. This enables the family to find out about the school and also ensures that we have all the information we require to meet the child's needs. We also contact the child's previous school so that teachers are well informed about the child.







**Be The Best You Can Be!**

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