

SCHOOL TERMS AND HOLIDAYS 2013/14

Charles Baines Community Primary School

Term 1:	Thursday Thursday	5 September 2013 17 October 2013
Term 2:	Monday Friday	28 October 2013 20 December 2013
Term 3:	Tuesday Thursday	7 January 2014 13 February 2014
Term 4:	Monday Friday	24 February 2014 4 April 2014
Term 5:	Tuesday Friday	22 April 2014
23 May 2014		
May Day	Monday	5 May 2014
Term 6:	Monday Wednesday	2 June 2014 23 July 2014

Family Holidays

Where possible, family holidays should be taken during school holiday periods. Where this is not possible the school may authorise up to 10 days for an annual family holiday. Any requests for additional leave will not be authorised and will be referred to the Education Welfare Officer.





Charles Baines (M.B.E)
1883—1962

Charles Baines was born at Thorney in 1883, but moved to Gainsborough when he was a few months old. He was a Boiler Maker by trade and worked at Marshalls for all of his working life, during the First World War he served in the Royal Engineers.

He married Nelly Green and with their 4 children (3 sons and a daughter) they settled in Birrell Street, Gainsborough. The school maintains links with the Baines family, a link we are very proud to have.

Charles Baines was always very public minded, working tirelessly to help others. He served on the Gainsborough Urban District Council and was its Chairman on two occasions. It was for this work that he was awarded the M.B.E an honour he was very proud to receive and yet he remained a very modest man throughout his life. He also served on the Governing Body of Roper Road School (now North County) taking a keen interest in ensuring that the children there received the best education possible. He also was instrumental in much of the development of the Ennis Estate. When he died in 1962 Gainsborough lost an important public figure, this school was built and named in his memory in 1969.

It is with great pride and honour that we endeavour to carry on with that interest in and care for, the children in our care.

Here at the school named after him we are proud to say:

“Together We Achieve”

TRANSFER TO SECONDARY SCHOOL

We maintain strong links with our local secondary schools. The Trent Valley Academy , Queen Elizabeth High School, Yarborough School, De Aston School and Huntcliffe Comprehensive School extend their hand of support by visiting the school and working with the Year 6 pupils. We ensure that the transition from primary to secondary school is as smooth as possible.

PARTNERSHIP

The school has developed strong links within the community by securing support and sponsorship from:

The Old Hall	Trinity Arts Centre
Honeypot Playgroup	Tesco
Newlands Court	Queen Elizabeth High School
Bishop Grosseteste College	
Pyramid Trust	
Trent Valley Academy	
North Lincolnshire College, Gainsborough and Lincoln	
Young Enterprise Trust	





SCHOOL UNIFORM

We value and take a pride in our school dress code. We encourage our pupils to wear the school uniform. Sweatshirts, polo shirts and T-shirts with the school logo on can be ordered from school. A Reading bag and PE bag are also available.

Shirts / Blouses / Polo Shirts / T-Shirts White / Navy

Jumpers / Sweatshirts / Cardigans/Fleeces Navy

Trousers Navy / Grey / Black

Skirts / Pinafores Navy / Grey

Socks White / Grey / Navy

Shoes Black / Brown / Navy

SUMMERWEAR

Shorts Navy / Grey / Black

Dresses Blue & White Checked / Striped

School Cap

PE KIT

Plimsolls White / Black

Shorts Navy / Grey / Black

T-Shirts White / Navy

OUTDOOR

Tracksuit / Leggings, Trainers

ART - paint, clay, etc.. Overall / Old Shirt

ALL clothing should be clearly marked with the child's full name

Dear Parents,

Welcome to Charles Baines Primary School. I'm proud to be Headteacher of the school and I'm sure that you will find Charles Baines a warm, safe and friendly environment for your child to develop and learn. Our team of staff is committed to providing the best opportunities for your child to excel and make progress. We are delighted that Ofsted recognized our hard work and graded us as a good school in March 2010

We look forward to playing a significant part in the education of your child and in helping them to become happy, secure, confident and successful young people. To achieve this we welcome your support and help in striving to help your child reach their full potential.

I hope you find this information useful. Please feel free to make an appointment to visit the school.

Mr. N.Walter - Headteacher





As Chair of the Governing Body of Charles Baines School, I am pleased to contribute this introduction to the school brochure. The Governing Body is required to have a “hands-on” involvement in strategic planning and oversight of the management of the school. Here at

Charles Baines, we have a dedicated team of Governors who work hard in their duties. The Governing Body is but one part of the team which has brought about recent successes and improvements in the school. We are not however complacent, and the Governing Body will continue to work with all others involved in the school to build on these successes and to maintain these improvements.

You are able to contact me via the school office. I am always happy to give support and advice

Mrs R Connelly – Chair of Governors

Friends of Charles Baines

On behalf of the Friends of the School I would like to take this opportunity to welcome you to our school community.

The Friends of the School are a small group of parents and staff who organise various events throughout the year, such as discos, summer fayres, sponsored bounce etc. We always try to make these fund raising occasions **fun** for all concerned. We give new members a very friendly welcome, and we are open to any suggestions. We look forward to refreshingly new ideas.

We have recently purchase a shelter for parent and children using the funds raised. All children benefit from our fund raising.

We look forward to meeting you and working alongside you in support of our school.

Friends of Charles Baines

ILLNESS/ACCIDENT/FIRST AID

We are not able to supervise children who feel poorly in school and so parents or designated adults will be contacted if necessary. Minor cuts and grazes are treated by members of staff. More serious complaints are logged and treated accordingly. Parents are notified of all head injuries. Our medically qualified first aiders offer advice and support. All staff hold a basic First Aid Certificate. We will always try to act in the best interests of your child.

Paediatric First Aider: Miss Z Rose

Paediatric First Aider: Mrs J Thacker

MEDICINES

Please do not send tablets or medicines to school. If medication is required, please make arrangements to visit school in order to administer this. In the event of long term medication being required, please discuss this with the Head Teacher. Inhalers should be named and given to class teachers who will ensure that your child has direct access to it at all times. For further information, refer to the schools’ Managing Medicines in School Policy, which is held in the school office.

JEWELLERY / PERSONAL PROPERTY

One small pair of studs through pierced lower earlobes are considered acceptable. Watches may be worn at school by children as they encourage the learning of time skills. Other accessories need to be worn with the utmost discretion and we expect parents to use common sense and safety as their guidelines. Children are responsible for their own possessions at school and should not bring breakable or valuable items. We would ask you to think carefully about the appropriateness of “Designer Label” items of clothing and/or accessories for school use. In the interest of safety no jewellery or hard objects ie hair ornaments or watches should be worn by children during PE. Ear-rings, including studs, must be removed.

STATEMENT ON CHARGING AND REMISSIONS

The Governing Body recognises that a wide range of additional activities and visits, such as day trips, and visiting specialist groups etc., make a valuable contribution towards pupils' personal and social development, and are linked to the National Curriculum Programmes of Study. In order to fund these valuable activities it is necessary to ask for a voluntary contribution from parents to cover the costs. A child will not be excluded from taking part in such activities, because his/her parents are unwilling or unable to contribute. However, if there are insufficient parental contributions to cover the cost of the activity then, it will not take place. Remissions for residential visits are available. Please seek details from the Head Teacher.

COMPLAINTS ABOUT THE CURRICULUM AND RELATED MATTERS

This scheme was made under the terms of the Education Act 1996. It requires the establishment of local arrangements for the consideration of complaints about the actions of governing bodies and LAs in respect of the school curriculum and related matters. Copies of the scheme are available to any person wishing to make a complaint. Copies of the document can be obtained by contacting the School Services Section. LA School Administration Handbook Section B.1

PUPIL WELFARE

Our school nurse is Jo Goddard. She can be contacted via the school office or the Health Clinic on (01427) 810801. She leads sessions with the children to promote health and well being. Health and hygiene topics are regularly taught through all Key Stages and a focused health week is planned each year.

PERSONAL ACCIDENT INSURANCE FOR CHILDREN

The insurance market offers personal accident cover for pupils. Please make enquiries with insurance companies.

Aims of Charles Baines School

We aim to teach the whole child and encourage pupils to develop self-esteem, self-confidence and independence, in order to achieve their full potential. We aim to provide a broad and balanced curriculum incorporating a variety of learning styles that will challenge, enthuse and enable our children to reach their individual potential. We aim to provide a happy stable environment, which supports learning and social development, and in which all children are valued. We aim to encourage a better understanding of cultural and social differences both within our own society and the wider world. We recognise the vital importance of education in partnership with parents, governors and the community.

Our Vision

To ensure that our school is fully inclusive and that everyone is able to flourish and progress as a person and a learner.

Values

At Charles Baines Community Primary School we value the whole child and believe that every child has it within their grasp to identify their talent and find the key to unlock it. We value children equally.

Together we Achieve.

STRATEGY

- Providing a broad and balanced curriculum which is differentiated to meet the needs of all pupils.
- Action plan for Literacy, Numeracy, ICT, Science and Early Years development.
- Joint curriculum planning to ensure continuity and progression.
- Individual target setting and high expectations.
- Recognition and celebration of achievement.
- Consistent management of pupil's behaviour.
- Teaching of PSE, provision of extra curricula activities, to include residential visits.
- Governors involved in strategic management of the school.
- Families actively involved in children's learning.
- Links with the community to enrich our educational provision.



SCHOOL ORGANISATION

Charles Baines Community Primary School is situated in the Lincolnshire market town of Gainsborough, 18 miles north-west of the beautiful Cathedral City of Lincoln. The school was established in 1969 and named after a local councillor, Charles Baines. It is with great pride that the legacy of this gentleman rests with the school and represents a strong link with the community of Gainsborough.

Recent improvements to the premises and internal refurbishments have created 3 new working areas in school to make this school an attractive and secure environment for children. The school enjoys extensive playing fields, two playgrounds, an environmental garden, Trim Trail and an enclosed Early Years play area. There is an attractive hall, a library, an ICT suite, a teaching kitchen as well as a staff and administration block.

The children are grouped into seven classes and enjoy a spacious learning environment with adjacent quiet rooms and shared spaces.

Joining Charles Baines

I like Charles Baines School because it's bright and colourful. It has got a big playground and toys outside to play with. My favourite is the hula hoops. On my first day I felt nervous. At the end of the day I felt happy. I had made some new friends and had someone to play with.

Year 2

I felt shy on my first day at Charles Baines but I like it now because the Teachers are nice. I got 3 stickers on my first day. I like playing in the outdoor area.

Year 2

A Welcome Message from Year 6

Before I started at Charles Baines I wasn't the same person. It turned out to be one of the best days of my life. The moment I walked through the door I was nervous, but everyone made me feel like this is the place where I belong. I love everything about my school, especially my friends. It will always be my happy place to be.

SCHOOL LUNCHES

A hot midday meal is available, supplied by Zena's Top Nosh. Free school meals are available on application from the school office, subject to receipt of qualifying benefits.

CHILDRENS' DRINKS POLICY

Parents of children throughout the school may order and pay for school milk. (forms available from the office) Children under 5 are provided with a daily carton of milk free of charge. Fizzy drinks and glass bottles are prohibited. At lunchtime, drinks provided by parents should be in labelled cartons or plastic containers. **WATER:** Research has recently highlighted the link between regular intakes of water and brain activity. We provide water bottles for all children. These are made available for the children to access at all times. Replacement bottles are available from the school office at £1.00 each.

SCHOOL SECURITY

The school has an electronic security door at the main entrance. There are three main entrances and exits for pupils which are locked internally. Classroom doors, on external walls, act as our fire doors. They prevent entrance from outside but provide easy exit in an emergency. **All visitors must report to the main reception entrance and sign in.** All visitors and helpers are issued with a badge for easy identification. We encourage all staff, parents and governors to challenge unidentified personnel. Any suspicious incidents must be reported to the office immediately. The school community seeks to provide a safe and happy environment for our children.



CURRICULUM ENRICHMENT

The school is committed to raising standards in the basic skills of Literacy and Numeracy. We aim also to provide a rich and varied programme of learning in other subjects. We are very proud of our residential visit provision, and value the opportunity to learn from first hand experience in different locations around the country.

During Key Stage 2 children are offered the opportunity to participate in two residential visits.

Our school provides a range of clubs which take place at lunch time, after school, and during Golden Time. This year we have provided the following opportunities:

Clubs

KS2: Football/Netball
Rounders
ICT
Logical thinking
Dance
Bikewise Art
First Aid Puppets
Board Games Table Tennis
Construction Cricket
KS1:
Music Gadgets
Tri-golf Cooking
Sports Club Board Games

Residential Visits undertaken in the Year 2011/12

PGL Caythorpe Court
Castleton



SCHOOL PHYSICAL EDUCATION PROGRAMME

Sport is part of the School Physical Education Programme. We promote fitness, sport and athletic skills, team spirit and the enjoyment of all physical education. We value this aspect of school life as we encourage our children to develop their fitness for life.

Children are encouraged to participate in competitive sport and team games playing for their house or the whole school. The children also undertake individual physical activities.

BREAKFAST CLUB

The school operate a Breakfast Club in the school's community room from 8.00 am to 8.55 am each morning during term time. Children can enjoy a nourishing breakfast and quiet activities before school. Further details are available via the school office.

HONEYPOT PLAYGROUP

The Honeypot Playgroup provide pre-school care for children aged 2½ to 5 years, in the school's Community Room, each morning and afternoon (except Friday afternoon) during term time. Further details are available via the school office or by phone: 07917111363.



THE SCHOOL STAFF

Teaching

Mr N Walter	Head Teacher
Mr A Gaff	Key Stage 2 Leader/ Year 6 class teacher
Miss L Kirk	Key Stage 1 Leader/ Year 2 class teacher
Mrs K. Birbeck	Year 3 class teacher
Miss Z Rose	SENCo/ Foundation Stage class teacher
Mr P Turner	Numeracy teacher
Mrs V Toward	Year 5 class teacher
Mrs C Hanson-Church	Year 1 class teacher
Miss L Linder	Year 4 class teacher

Administration

Mrs M Pearson and Mrs C Wray

Support Staff

Mrs M. Kilburn	Learning Mentor
Mrs D. Stainton	Teaching Assistant
Mrs J. Thacker	Teaching Assistant
Miss J Hought	Teaching Assistant
Mrs D Taylor	Teaching Assistant
Mrs S Hilton	Teaching Assistant
Mrs K Drayton	Teaching Assistant
Mrs T Jackson	Teaching Assistant
Mrs S Difuria	Teaching Assistant
Miss S Smith	Teaching Assistant
Miss M Kilburn	Teaching Assistant
Mrs S Key	Teaching Assistant
Mrs E Lonsdale	Teaching Assistant
Mrs C Gomersall	Teaching Assistant
Miss L Cronshaw	Teaching Assistant

Special Educational Needs (SEN)

A full copy of our policy for SEN is available from the school office.

Objectives: All children at Charles Baines study the National Curriculum. It is estimated that approximately 20% of children may experience some learning difficulties at some point during their education. We believe that there are considerable benefits for all children in catering for Special Educational Needs in the mainstream classes. Some children with Special Educational needs may, however, at times require more specialised teaching which can be better provided within a small group or 1:1 situation away from the main classroom.

The School's Provision for Special Educational Needs:

Our Special Needs Co-ordinator (SENCO) is: **Miss Z Rose**

Our Special Educational Needs Governor is: **Mrs T Doyle**

All staff share responsibility for all children with Special Educational Needs in their classes, including those with a significantly greater learning difficulty than the majority of their peers and more able children. Children are taught in mixed-ability year groups. Class Teachers provide the support required for both more and less able children, largely by the provision of suitably differentiated materials. Teaching Assistants provide some in-class support and 1:1/small group support in consultation with the Class Teacher and the SENCO. We also consult appropriate outside agencies as necessary. We have a wide variety of materials within school to enable us to cater for the individual needs of our children.

Identification and Assessment:

On entry to Charles Baines, children's needs are identified through:

Discussion with parents

Medical records

Records from previous school/playgroup (where applicable)

Baseline assessments

National SATs Tests (for children from Y2 onwards)

After screening on entry all children are monitored according to the National Staged procedures of the Code of Practice. At Charles Baines we strongly believe that an equal partnership between school and parents is a vital part of the education of all children. Parents of children with Special Educational Needs can play a major part in the development of their child's learning and are asked to participate in supporting their child through a range of activities such as reading, spelling, handwriting and number work.

Finally, Special Educational Needs continue to be a priority at Charles Baines, and the provision in place was acknowledged by OFSTED as being good.

RECORDS

Records of Achievement and pupils individual targets in Literacy, Numeracy and Science are kept to show each child's progress and the curriculum areas covered. Educational records are available for you to see on request, as are copies of our school policies, planning documents, governing bodies minutes, DCSF Circular and Statutory Instruments.

REPORTING

We have three consultation opportunities each academic year. This is an opportunity to discuss your child's progress with their teacher. You will receive a report of your child's progress towards the end of each academic year. However if you have any queries or concerns then please feel free to contact the class teacher either before the start of, or at the end of the school day.

HOMEWORK

The school encourages reading at home on a regular basis. Planners can then be completed with books & comments. Each child, on Friday, will bring home an overview of what is being taught in class during the following week. Children are then able to carry out their own research tied in with their school work. This also enables discussion about what is being taught that week.

ASSESSMENT

We continually assess children and also carry out National Curriculum Assessments at the end of Key Stage 1 and 2, in addition to completing the Foundation Stage Profiles in Reception class. The information gained from all assessments enables us to supplement our knowledge of each child's ability and encourage your child to work to their potential.

Governors

Mrs R Connelly	Chair/LA
Mr N Walter	Head Teacher
Mrs C Wray	Clerk
Mrs K Broughton	Parent
Mr J Garrison	Parent
Ms C Housham	Parent
Mr A Gaff/Miss L Kirk	Staff
Mrs E Lonsdale	Staff
Mrs T Doyle	Community
Ms L Dand	Community
Mrs T Dinmore	Community
Mrs M Thomas	LA
Vacancy	Parent

Caretaker

Mr L Partridge

Cleaner

Mrs V Bond

Mid-day Controller

Mrs M Pearson

Lunch Time Playworkers

Mrs D Stainton

Ms S Smith

Mrs S Difuria

Mrs K Drayton

Mrs S Key

Lunch Time Supervisors

Mrs G. Thornhill

Mrs S. Varney

Mrs A Hill

Crossing Patrol

Mrs A Goddard

School Caterers

Zena's Top Nosh

ADMISSIONS POLICY 2013/2014

The School has adopted the recommended Local Authority Admissions Policy and operates a reserve list for mid-year admissions, adopting the same criteria.

SESSION TIMES

When the school bell rings at 8:55 am the children are welcomed into the school by their Class Teacher.

Foundation Stage/Key stage 1

Morning session : 9:00 am - 12:15 pm
Afternoon session : 1:15 pm - 3:30 pm

Key stage 2

Morning session : 9:00 am - 12:30 pm
Afternoon session : 1:30 am - 3:30 pm

ATTENDANCE

Please contact school if your child is absent from school for any reason. For your child's safety, unless we are informed of your child's absence by 9.30 am, we will contact parents at home, to confirm that your child is with you. This information constitutes an authorised absence. Unauthorised absences are reported to the Education Welfare Officer.

Attendance for 2011/12	93.91%
Authorised absence	5.70 %
Unauthorised absence	0.38 %

THE CURRICULUM

Our school curriculum is based on the requirements of the National Curriculum and its associated assessment and testing. The following subjects comprise the National Curriculum:

Core Subjects	Foundation	
Literacy	Geography	Personal, Social &
Numeracy	History	Health Education
	Art and Design	Religious Education
	Design Technology	Music
	Physical Education	ICT Science
	Religious Education	Design & Technology

The school curriculum is divided into topics/themes in each year group.

These all start with a Hook for Learning that engages the children from the outset. These have been amongst other things, school trips, visitors coming in, taking an assembly, a UFO crash site, listening to music through the decades.

The weekly overview will contain information on topic work being covered that week.

The school values:

- A balanced and broadly based curriculum for all the children
- A dedicated Literacy and Numeracy hour each day Year 1-6.
- Weekly ICT lessons on the ICT suite
- Early Years teaching and learning which encompasses the development of the whole child.
- Opportunities for first hand experience through educational and residential visits.
- Parental involvement in pupil learning.
- A variety of approaches to teaching and learning.
- A creative and enriched curriculum

Religious Education is taught in accordance with the Lincolnshire Agreed RE Syllabus 2006. Parents have the right to withdraw their children from worship and / or RE. In this instance please inform the school in writing.

Sex and Relationships Education is taught to Year 6 children through a structured programme of Personal, Social and Health Education, supported by the school nurse. Throughout school children's questions are answered honestly and sensitively. Parents have the right to withdraw their children from the aspects of Sex and Relationships Education not included within the requirements of the Science Curriculum. For further information please contact the school. A copy of our policy is available from the school office.