Bernards Heath Infant and Nursery School
2024

A practical guide to day-to-day life in our school

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Dear Parents and Carers,

A warm welcome to Bernards Heath–a school where communication with parents is a strength and we fully recognise you as your child's first educator. From the beginning of your child's school journey, we will work in partnership with you to ensure we learn as much as we can about your child and provide an environment where they can settle quickly; growing into happy, confident, successful learners.

Our experienced staff are experts in how young children learn, planning the curriculum and quickly getting to know them, their interests and what motivates them. All children are treated as individuals and we are committed to ensuring all children make significant progress, whatever their starting point.

This document will explain all you need to know about day-to-day life at school. You will quickly get to know the Admin Team in the office, to talk to in person, over the phone or via email. We truly believe there is no such thing as a silly question; if you are not sure, please ask. Remember our website is packed full of useful information and a great place to learn more about life at Bernards Heath.

The emphasis in the first weeks of the autumn term is on supporting children to learn routines, get to know key staff and become confident exploring their learning environment. Our outdoor areas promote opportunities for team work, resilience and problem solving – all important skills for lifelong learning.

If you have any questions or concerns, even little ones, talk to us. Small things can grow and our view is that if we know about your questions and concerns, we have an opportunity to work with you to resolve them.

I am extremely proud of this school and enjoy my work with governors, staff, families and children. Together we have built a learning environment where every child is valued and our ethos and philosophy for learning means that children are actively involved in their learning and enjoy their time at school. Our behaviour policy outlines clear expectations for behaviour. We expect everyone to do their best and talk about the learning process using our Learning Heroes to exemplify the characteristics of good learners.

I look forward to working with you,

Hannah Rimmer

Hannah Rimmer
Head Teacher

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OUR SCHOOL

Bernards Heath Infant and Nursery School is a school for boys and girls from the age of 3 to 7 years. We are a Community Infant School in Hertfordshire County Council with close links to our Junior School (this is known as our 'linked school').

The school lies opposite 'Bernards Heath' and is close to the centre of St Albans town. We are proud of our local community and celebrate the wide range of backgrounds and nationalities represented by our families.

We have ten classes at Bernards Heath, made up of three classes in each year group and one Foundation Stage 1 (Nursery) class. We take 90 children into Foundation Stage 2 (Reception) each year as well as 42 into Foundation Stage 1.

The school is arranged into three separate buildings:
Foundation Stage 1 (Nursery)
Foundation Stage 2 (Reception)
The main school building (Y1 and Y2)

The hall and library are in the main building and accommodate a variety of learning and social activities – the hall is used for P.E., Assembly, school lunch, plays, presentations and social events, as well as Breakfast Club, Bernards Heath Childcare, various after school activity clubs and adult learning opportunities. The library is a dedicated area which the children love to visit. The children borrow books every week; together with parent volunteers, they ensure the library is tidy and organised. The library is also used as a quiet place to support learning both 1:1 and in small groups.

We are very fortunate to have a dedicated cooking area where the children learn early cooking skills with the support of school volunteers.

The school has a wide range of outdoor spaces which enable all children to play happily with their friends. The younger children have a dedicated Foundation Stage garden with hard and soft play surfaces, which gives them access to outdoor learning throughout the day. There are shady areas and shelters to offer protection from most weather conditions.

We have a variety of outside equipment and learning opportunities to meet the interests of all children, both to develop physical skills (climbing walls and wooden play equipment) and provide opportunities for quieter reflective play (play houses, storytelling areas). Our Wild Garden is frequently visited during outdoor learning, art and science lessons.

Our Outdoor Areas

Our Playgrounds

Our Wild Garden and Field

Our Classes

Our classes are named after well-known people or places in our local community.

Foundation Stage 1 (Nursery)	Foundation Stage 2 (Reception)	Key Stage 1 (Year 1)	Key Stage 1 (Year 2)
Heath Class is named after Bernards Heath which lies opposite the school.	**Heartwood Class** is named after Heartwood Forest in Sandridge.	**Mitchell Class** is named after Miss Mitchell, the first Head Teacher of Bernards Heath School in 1906.	**Alban Class** is named after St Alban from the Roman town of Verulamium.
We have 42 places in Heath Class and the children attend for either morning/afternoon/2 ½ day sessions for 15 hours or 5 days for 30 hours.	**Clarence Class** is named after Clarence Park in St Albans.	**Spencer Class** is named after the Spencer family who have strong links with the area (Diana, Princess of Wales was a member of the Spencer family).	**Morpurgo Class** is named after the author Michael Morpurgo who was born in St Albans.
	Verulam Class is named after Verulamium Park in the centre of St Albans.	**Churchill Class** is named after Sarah Churchill the Duchess of Marlborough (born in St Albans, 1660) who was a very influential woman in royal circles.	**Ryder Class** is named after Samuel Ryder, a local businessman and golf enthusiast.

Our Vision

At Bernards Heath Infant and Nursery School we share our days with children who are just starting to find their place in the world. Our school is a happy, safe learning environment that actively promotes curiosity, challenge and creativity.

We are proud of our school and the strong relationships we have with our families. We celebrate kindness, respect and individuality as we strive to be the best versions of ourselves.

Our children develop enquiring minds and the skills needed for lifelong learning through an active and engaging curriculum.

Links with Bernards Heath Junior School

We have close links with our Junior School; the vast majority of our Year 2 children transfer to the Junior School to start Key Stage 2 in Year 3. Mr Armoogum is the Head Teacher. He is a regular visitor to our school and quickly gets to know our families. Parents who would like their children to transfer to the Junior School at the end of Year 2 must apply for a place; details about how to apply are sent to parents and carers each year.

The strong transition programme between the Infant and Junior school is highly effective. There are several times during the year when the children from both schools meet – plays/concerts, charity sales and other curriculum activities.

Parents are very welcome to visit the Junior School; appointments can be made with Mr Armoogum by calling the Junior School office on 01727 856 262.

Bernards Heath Breakfast Club

We are proud of our Breakfast Club which is run by our friendly, enthusiastic team. The team provide a warm welcome, a healthy breakfast, and toys and games in a home-style environment. Breakfast Club runs from 7.45am - 8.45am and finishes in time for the children to be taken to their classrooms ready for the start of the school day. There is a charge of £7.50 per session. To reserve your child's place, you need to book online using your Schoolcomms account or School Gateway app.

After School Activity Clubs

We are proud to offer our children a wide range of after-school activity clubs led by our own Sports Coach as well as outside providers, running from 3.15-4.15pm. These clubs include a Sports Club, Singing, Construction, Yoga, Awesome Engineers, Craft, French and Chess. An email will be sent before the end of each term with the club choices for the following term. Clubs for children in Years 1 and 2 operate all year. From the Spring Term, Foundation Stage 2 children can join an after-school activity club too. You need to book your place online for the Sports Club using your Schoolcomms account or School Gateway App. External clubs need to be booked directly with the club provider.

Bernards Heath Childcare

We are pleased to run our own, on site after school childcare. We provide a happy, safe and fun environment for your children, with opportunities for active games inside and out, arts and crafts as well as quiet and restful activities. We provide a home-from-home feel for children who have worked hard growing their brains all day at school. Bernards Heath Childcare is run by Miss Sinnott who has worked at our school for a number of years. To reserve your child's place, you need to book online using your Schoolcomms account or School Gateway app. You can book an individual session or a week/term at a time. You need to select which of the 4 options meet your needs. The cost below includes childcare, a snack and admin fee. Please see our website for more details.

3.15pm - 5.15pm: £14.00
3.15pm - 5.45pm: £17.25
3.15pm - 6.15pm: £20.50
4.00/4.15pm After Club 2 hours Childcare: £14.00

Due to childcare ratios, the booking system is limited to 48 places per day. If you are unable to book a space due to capacity, please contact the school office and we will aim to arrange additional staff and take your booking.

Positive Behaviour

We are proud of our children's behaviour; they behave well and are aware of the needs of others. We use praise, encouragement and role modelling to demonstrate good behaviour. We have clear and simple school rules which apply to every child at Bernards Heath.

Good behaviour and discipline are essential to the successful teaching, learning and development of children in our school.

Our Behaviour Policy is regularly discussed and agreed by staff, children, families and Governors.

We believe that it is crucial that everyone, adults and children, should be treated with respect and kindness. We also believe that achievement and progress should be consistently encouraged and rewarded with specific praise. We expect that families will join us in this positive management of all our children.

We expect children to:

- Show kindness to everyone in our school community
- Develop self-confidence and self-esteem, show pride in themselves, their work, the effort they make and pride in their school
- Learn pro-social behaviours, and value and respect that we may have differing opinions
- Develop a sense of fairness and an understanding of the need for rules to make our school happy and safe

We believe that all incidents of bullying, including racial harassment, must be treated seriously. There is no legal definition of bullying; however, it is usually defined as behaviour that is repeated, targeted and intended to hurt someone. At Bernards Heath we further define bullying as one child/group of children deliberately using his or her power to make another child feel bad. Bullying is not having a single argument or fight with someone. It isn't saying something bad to someone once, when you are angry. Bullying goes on deliberately (on purpose) over a period of time.

The children in our school use a 'helping hand' to identify 5 adults they know they can talk to if they have a problem. We talk openly and honestly to the children at our school, building a culture where children know and understand why bullying behaviour is unacceptable. All reports of bullying are managed effectively through excellent communication between children, families and the school.

Our Staff

A list of our staff team can be found here on our website.

Our Governors

Our Governors play a very important role in the life of our school. As school leaders they provide strategic leadership and challenge to the school, supporting the work of the Senior Leadership Team (Head Teacher, Deputy Head and Assistant Head) as well as the whole school staff. They work very hard to ensure that every child at our school has every opportunity to progress and succeed, developing a lifelong love of learning.

A list of our Governing Body can be found here on our website.

Governors are responsible for a huge array of tasks including employing staff, managing resources, ensuring a broad and balanced curriculum, maintaining high standards, working effectively with families and ensuring that the staff and children have a high-quality working environment. The Governing Body is responsible for managing the school's budget, supporting the Head Teacher in deciding how many and what types of staff to employ, what equipment to replace or upgrade and in setting priorities for implementing new strategies and initiatives for teaching and learning. They then support the Head Teacher in examining how effective these decisions have been. To do this effectively, we have two Governor Committees at our school:

- the Leaders for Learning Committee recommends, supports and monitors new initiatives and strategies to enhance the teaching and learning at our school.

- The Resources Committee discusses and makes recommendations about school personnel, premises and budget.

The Governors meet each half term as a full group and, in addition, hold twelve committee meetings a year (six for each committee). Most of our Governor meetings take place after the school day has ended, but once a year the whole Governing Body spends a day in school. It is a particular highlight of the Governors' year and gives them a wonderful opportunity to observe and join in with learning; talk to children, families and staff; and work on specific projects.

Seeing the school in action means the Governors can see, first hand, the impact of decisions they have made as a Governing Body, and they always come away inspired and full of new ideas to help the school continue to thrive and grow.

Every school Governing Body is required to include parent governors, co-opted governors, an LEA governor, a staff governor and the Head Teacher. Parent Governors are elected as and when we a have a vacancy. Any parent or guardian of a child at our school is eligible to stand for election. You may want to talk to a current Governor if you would like to find out more about joining the Governing Body.

The Governors are pleased to meet with parents and carers and their contact details (governors@bernardsheath.herts.sch.uk) are printed in the school newsletter each week. You can also contact them via the school office. The Governors also attend many events at school to meet as many families as they can.

School Council

We have an active School Council which is made up of a boy and a girl from each class. The children help us to make important decisions about life at school. The School Councillors feed back to their class and discuss important issues with their teacher and their friends, gathering their peers' thoughts and opinions ready to take back to Mrs Rimmer.

School Council members are elected within their class – a valuable opportunity to learn about democracy.

School Uniform

We have a uniform policy for every child attending Bernards Heath. We expect all children to be suitably dressed for a day of active learning in school and as such we have a Foundation Stage uniform for all children in the Foundation Stage (Nursery and Reception) and a Key Stage 1 uniform for children in Years 1 and 2.

A full list of School Uniform can be found here.

All uniform, shoes, book bags and water bottles must be labelled with your child's name so that if found, we can return them to you.

We expect all children to wear well-fitting 'school' style shoes which will allow them to use our play areas and equipment safely (please, no training shoes or boots). Boots can be worn to school in wet weather, but these must be changed for school-style shoes once the child is in the classroom.

For hygiene and comfort reasons and to stop head lice being passed around, please ensure that hair which is shoulder length or longer is tied up.

Please send a coat/jacket with your child since they take part in outside activities every day. This must be waterproof and have a hood. Every week the children take part in outdoor learning - whatever the weather! They must be warm and dry, and may get a little muddy, so please ensure coats are suitable.

Children will also need a named pair of wellington boots which will stay at school.

When the weather is hot and sunny, please send a sun hat to school and put some sun cream on your child in the morning.

The PTA holds uniform sales where you can buy uniform for a small charge. When your child outgrows their uniform, we would be very pleased if you would donate it to one of these sales.

Jewellery should not be worn to school. If your child wears pierced earrings then please ensure that only studs are worn. We encourage children to wait until Key Stage 1 to wear an analogue watch to school, should they wish to do so. We ask children not to wear smart watches, analogue watches are more appropriate when learning to tell the time.

Water Bottles

All children need a water bottle so that they can drink freely during the day. We ask that no metal bottles are sent to school (this is also the case at the Junior School). We acknowledge the metal ones may be more environmentally friendly but they are heavier and do not have a sprout resulting in bigger spills. Plastic water bottles tend to be lighter and easier to manage for our young children. Please name your child's water bottle regularly since some pens wash off easily. Our routine has been established as – bring an empty water bottle to school, the staff/children fill them with fresh water and return them to you empty at the end of the day.

Lost Property

With over 300 children in school, things do get lost. We can return anything with a name on it to the rightful owner, but every term we have a large pile of un-named belongings. Lost property is kept in the entrance by the school office.

We will contact families to let them know when we are displaying lost property on the playground, in the hope that items can be returned to, or claimed by, their owners.

Heath Class (Nursery) Sessions

As well as the traditional 15 hours places, we also offer 30 hours places – 8:45am -2:45pm every day.

AM	PM	All Day A	All Day B
8.45am: Morning session starts. 11.45am: Morning session ends. Adults collecting children at this time are expected to wait on the ramp leading to Heath class or on the pedestrian path next to the main playground.	12.15pm: Afternoon session starts. Adults dropping their child off at this time can wait on the ramp leading to the classroom or on the pedestrian path next to the main playground. 3.15pm: Afternoon session ends. Adults collecting at this time can wait on the main playground.	<u>Monday and Tuesday</u> 8.45am: Morning session starts. 3.15pm: Afternoon session ends. <u>Wednesday</u> 8.45am: Morning session starts. 11.45am: Morning session ends.	<u>Wednesday</u> 12.15am: Afternoon session starts. 3.15pm: Afternoon session ends <u>Thursday and Friday</u> 8.45am: Morning session starts. 3.15pm: Afternoon session ends.

Lunch Club

If your child attends nursery Lunch Club, collection is at 1.00pm.

Bringing and Collecting Your Child To/From School

FS2 (Reception), Y1 and Y2

	Our school day starts	Home time
8:40am	8:45am	3:15pm
The classroom doors are opened at 8.40am.	It is vital that children are on time to school, every day. Children who arrive at school after 8:50am must report to the school office.	Our afternoon session ends at 3:15pm. The children will only be allowed out when they can see you or the adult you have nominated to collect them.

For regular childcare arrangements please tell us in writing who will bring to/collect from school, including their relationship to your child and the days that this will happen. Please ensure the person collecting your child has their password. The class teacher will keep this information as a long-term arrangement. It is your responsibility to let us know if these arrangements should change.

To ensure the safety of all of our children, you will be given a confidential password for your child. This password will need to be used if someone other than the usual adult will be collecting your child at short notice or in an emergency; for example, if you are stuck in traffic or delayed at work.

All children are expected to be on time for school every day; if there is a rare occasion when you arrive late to school, please take your child to the main office entrance and he/she will be entered into the school registers and then accompanied to the classroom by a member of staff. You will be asked the reason for your lateness, as this is recorded.

Security and Coming to School

The entrances to our school are situated in Upper Culver Road and Sandridge Road (pedestrian entrances only).

There is no space to turn a vehicle at the end of Upper Culver Road and doing so puts our children at risk. Please leave your car in a safe place, being respectful of our neighbours and walk to the playground with your child.

Our school car park is strictly for the use of staff and delivery vehicles – please respect this. If you have a disability and need to use our car park please talk to our Admin Team.

The school gates for pedestrian entry to school are unlocked by 7.45am. To ensure the safety of the children, the side gates on Upper Culver Road and onto the Foundation Stage play area remain locked between 9.00am and 3.00pm. Between these hours, the entrance into school is through the main doors into the office area; an entry buzzer secures this area. All adults coming into school to visit/volunteer must sign in at the office and wear a visitor badge.

At the beginning and end of the school day, parents can access the school from our Upper Culver Road and Sandridge Road entrances. We have a one-way system for families coming from Sandridge Road which will be explained to you. If you collect or drop your child off, either at 11.45am or 1.00pm or to bring your child at 12.15pm, you must use the pedestrian entrance marked on Sandridge Road.

Travelling to School by Car

Like every other school in the country, parking close to school can be tricky. It is vitally important that every family should be able to travel to school safely, whether they walk or travel in a car. **If you do drive to school, please park away from the main gates and ensure that you follow any local parking restrictions.**
We have regular visits from our local Police Community Support Officer who ensures that everyone parks with consideration towards other road users and towards our neighbours and this area is now patrolled by Traffic Wardens.

Travelling to School by Bike or Scooter

Bicycles and scooters are encouraged but **please push them once you are on school premises**. We have a bike and scooter park on the walkway close to the office and scooter parking stations for the children to use. Please ensure your bikes and scooters are named – these are left at school at your own risk.

Play Equipment

For safety and resourcing reasons, **please do not allow your child to play on the outside play apparatus before or after school**. This apparatus is for use by children only under the supervision of school staff. Likewise, we have a lot of equipment outside for use in curriculum time only – musical instruments, play houses, sand and water; please help us by reminding your children of these rules.

Prams and Pushchairs in School

We do not have the space for you to bring prams and pushchairs into the school building at any time. They can cause a risk with access being blocked and the wheels tend to bring a lot of dirt and mud onto our carpets. If you are planning on coming into school, please be prepared to leave your pram or buggy outside at the school office.

Toys

We do not allow children to bring toys/comforters to school unless the teacher has made a specific request for a child to do so. (This is with the exception for the first few days of starting school, when your child might need the comfort of a familiar cuddly!) Show and Tell is a time for children to practice speaking and listening skills as part of a group. We welcome items linked to the class theme or items linked to a family visit e.g. leaflets, photographs or art work. Please keep toys at home.

Absence Procedure

We expect all children to attend school every day unless they are ill. Please inform us of any absence from school due to illness on the morning of the first day of absence – please telephone the office (01727 852106) as soon as possible to leave a message with the staff or on our answer phone. Please ensure that you tell us the reason for your child's absence.

Our policy states that family holidays must be taken within school holiday time. There are 13 weeks of school holiday a year and any leave taken outside of this time will only be authorised in **exceptional** circumstances, at the discretion of the Head Teacher. A leave of absence form must be completed for any requests of absence during term time.

Staying Healthy

We understand that infant age children come with a wide variety of medical and healthcare needs. We have a member of staff who is our link between home and school; where necessary she will meet with you to write care plans which enable us to meet your child's needs.

Health and Family Issues – It is very important that you inform us of any issues concerning your child's health or family issues which may impact your child. Any information you share with us will be treated confidentially.

First Aid and Illness – Many of our staff are qualified as emergency first aiders. If a child has an accident or becomes unwell during the school day, our staff will assess the injury or sickness and notify parents/carers as appropriate. You may be asked to come and collect your child or you may be told at the end of the school day – it is very important that we are kept up-to-date with at least two emergency contact numbers for this reason. If we cannot contact you, then the advice of your doctor or local hospital would be sought if appropriate.

Asthma - If your child has asthma, please ask the doctor for an extra inhaler which can be left at school with the necessary instructions. Please contact us so we can write a care plan for him/her.

Sickness and Diarrhoea - If your child has sickness and/or diarrhoea they must stay at home for **48 hours** after the last episode to minimise the risk to others.

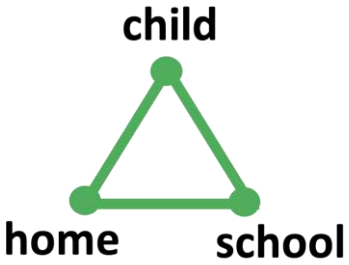
Medicines at school – We do not routinely administer medicine at school. If your child needs medicine on a short-term basis, please let the doctor know so that he or she can adjust the dose accordingly. Please do not send any medicines/creams/throat sweets with your child to school.

Please avoid taking your child out of school for a medical appointment during the school day. If you have no option other than to do this, please email school detailing the appointment date and the time you will be collecting your child and when they will return. On the day of the appointment, you must go to the office to collect your child.

Sun Protection – If it is expected to be sunny, please apply sun lotion to your child before they come to school and give him/her a sun hat to wear during the day.

Head lice - If you should discover head lice in your child's hair, you need to treat your child and the rest of the family promptly. If we discover head lice in your child's hair and he/she feels uncomfortable, we will telephone you. We will also send a text to advise the parents of all the children in the class, so that they can be aware and check their child's hair too.

Excellent Communication



Newsletters, Dates, Blogs

We publish a weekly newsletter every Friday detailing events that have happened or sharing news of things to come. We email this newsletter to all families every week. You can also keep up-to-date with school life by visiting our blog. See 'News and Events' on our school website - http://bernardsheath.herts.sch.uk/.

School Gateway

We are able to communicate with families quickly and cost effectively via the 'School Gateway' App. This service is the most effective way of passing on information through text or email. Families new to our school will be given all the information they need to sign up and join this service. This App is also used to make payments to school.

Charging and Remission Policy

Generally charges are not made to families for day-to-day curriculum timetabled activities at school. However, if a class is making an educational visit out of school, or if an educational provider is visiting us to extend the learning activities/topic, then a charge may be made. All charges for such events are voluntary contributions from parents and carers; however, in cases where insufficient funds have been contributed, activities may be cancelled.

Parents and carers are asked to talk to the Head Teacher if they don't think they can meet the cost of a planned visit, as support may be available.

Ofsted Parent View

We are keen for families to contribute to Parent View. Just log on to the site and you will be able to contribute your views regarding 12 statements. We regularly visit this site to continually review our work.
https://parentview.ofsted.gov.uk/

Bernards Heath Infant and Nursery School PTA

The PTA is a fundraising body of parents, carers and friends who work very hard throughout the year. They organise social events for the benefit and enjoyment of our children/families, to support the work of the school. All families at school are automatically members of the PTA and as such are warmly welcomed to all meetings and events. Some events which have been staged include: Quiz Nights, After School Cake Sales, a Fashion Show and The Christmas Fair.

A list of our PTA can be found here on our website.

Adults as Role Models

It is very important that all adults at our school act as good role models for the children. Adults on our school premises should behave in a manner that is acceptable. Swearing, shouting or threatening behaviour is never acceptable. Any adult behaving in an unacceptable way will be asked to leave and may not be allowed to come onto the premises again.

We have a no-smoking and no e-cigarette policy at Bernards Heath; please ensure that you do not smoke at any time on our premises–this includes playgrounds, paths and entrances.

Please do not use your mobile phone in any of our buildings – putting your phone on 'silent' is a good way to respect our school staff and children.

We do not allow dogs onto our premises at any time, so please do not bring the family pet to school to meet your child. Please resist the temptation to carry your dog onto the grounds too.

We very much value good relationships with our families and we pride ourselves on the trust that we develop over the years. If you are ever concerned about the behaviour of another child, please do not approach that child or his/her parent or carer directly but talk to our class teachers, support staff or the Head Teacher.

Healthy Schools

We are committed to supporting and teaching healthy life styles. We encourage exercise, healthy snacks and cooking opportunities, together with regular opportunities to drink plenty of water. We promote respect for each other, our school and the world we live in.

Each year we invite visitors, theatre groups and workshops to enhance our curriculum. We encourage all our families to take part in Walk to School activities throughout the year.

We are also extremely proud to have held the trophy for several consecutive years for the St Albans Fun Run Primary Schools Challenge.

Lunch Time

Lunch time runs between 11.50 am and 1.10 pm, dependent on the children's year group. The children eat their lunch in the dining hall and are supervised by Lunchtime Assistants. After lunch, the children go outside for some exercise and play before they return to their classrooms.

We have our own kitchens at Bernards Heath and every lunch time we serve a variety of school meals. We offer a pupil choice menu system whereby you choose with your child what he/she will eat on a three-week rolling programme. You can choose between a school-prepared hot meal with meat, a hot vegetarian meal, a jacket potato or a school-prepared packed lunch.

We encourage all parents to take advantage of these free meals but if you so choose, you can send in a packed lunch made at home. All packed lunches should be brought in a packed lunch box with your child's name clearly marked on it. We have a school packed lunch policy which informs parents of the need for a healthy lunch for all children at our school. Click here - **Peanut Butter and whole/crushed nuts MUST NOT be sent into school for the safety of all children**.

We employ a 'Nurture Group' leader who works at lunchtimes. Their role is to focus on any children who may find the lunch hour long or the 'big' playground challenging. They liaise with staff to ensure the children all have happy playtimes. Always come and talk to us about any issues your child may have at lunchtimes.

Snack Time

All children are provided with a drink and a snack every day. They are offered milk or water and a piece of fruit or vegetable from the Hertfordshire Free Fruit Scheme. We encourage the children to try these snacks and they look forward to them each day.

Please let us know if your child has an allergy and cannot eat certain foods.

Birthdays

We are very happy to celebrate birthdays at school; the children look forward to seeing their name appear in our newsletter when they are celebrating. As we are a healthy school, we ask you not to send in sweets or birthday cakes. If you or your child wants to bring something into school to share, we encourage stickers/pencils or maybe a new book which would stay in the class book corner for everyone to enjoy throughout the year. **Any sweets or cakes sent into school for birthdays will be returned to the parent or carer.**

Milk at School

All children can have chilled milk at school and depending on the age of your child, it may be free. Please ask the office for more details. The children can only drink milk or water at school.

After-School Activity Clubs

Although our formal teaching day ends at 3.15pm, there are still lots of ways to continue learning. We offer a large number of after-school activity clubs that mostly run between 3.15 and 4.15pm each day.

Clubs for children in Years 1 and 2 operate all year. From the Spring Term the Foundation Stage 2 children can join an after school activity club too.

Our Sports Coach runs a Sports Club every day. There are lots of opportunities for competition and team work as well as improving individual skills. Some of the sports covered will include football, hockey, team games and tag rugby. We also have 9 additional clubs run by third party club providers: Singing, Yoga, Spanish, Awesome Engineers, Craft, Construction, Woodwork, French and Chess.

Additional Information

Caring for Our Children

Ensuring that our children are safe and happy is the responsibility of everyone. Our philosophy is that happy, confident children will be successful learners. We have therefore written policies to ensure we provide an environment where children can thrive. A range of policies can be found on our website, including Child Protection, Health and Safety, Behaviour and Anti-Bullying.

Safeguarding – All staff and regular volunteers are required to have a DBS check before they start their work at school. We welcome parents, carers, relatives and friends into school to work alongside the staff and children. Adults do not always have to be involved working with children – we have excellent volunteers who have helped with keeping the library tidy on a regular basis, helping with the gardening and in the school office. If you can spare some time each week/fortnight, or you know someone who could, please talk to Mrs Kingham in the office.

Child Protection – The school is proactive when keeping children safe, working in partnership with parents to support children in every way possible. Keeping Children Safe in Education (August 2022) outlines the statutory guidance for schools. The Children's Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the school or if a child or parent reports a situation involving possible abuse, we would not guarantee confidentiality. Our duty is to refer such concerns to Children, Schools and Families (CSF). This is in line with Government and LEA policy.

The Head Teacher, Mrs Rimmer, is the school's Designated Senior Person (DSP) for child protection and Miss Woolfson, Mrs Parfitt and Mrs Onyeze are the named staff to act in her absence. If you have any concerns at any time, it is vital that you report this to one of these adults, without delay.

Outside Agencies - Close links are established with external support agencies including Health Visitors, Speech and Language experts, Educational Psychologists, Social Services, Health Authority and Police, and contact is made when appropriate.

Pupil Premium Funding

In addition to the school funding received from Hertfordshire County Council, we are able to claim a grant from the Government each year called the 'Pupil Premium'. This grant will be used to support your child's learning and development at school and could pay for, for example, after-school clubs and swimming lessons.

The information you supply will be treated confidentially and destroyed once processed.

Registering with us in the above way could also mean that your child would be entitled to free school milk, and could entitle your child to free individual music lessons when they reach Year 3 and beyond.

Click here to check your eligibility.

Visit our website to find out how money has been spent in the past: https://bernardsheath.herts.sch.uk/pupil-premium/

Equal Opportunities

We provide equal opportunities for all members of our school community in line with the Equality Act 2010. The act lists protected characteristics and our Equality Policy outlines how we meet our Public Sector Equality Duty. We ensure that an ethos where difference is celebrated and every individual is valued is incorporated into every aspect of our daily life at school.

Should you or your child have a disability that you wish to share with the school, we would be happy to discuss how we might support you. Our Accessibility Plan outlines how we are working to reduce barriers.

Dealing with Complaints

We work closely with parents and families and hope that if you have any concerns, you will talk to the class teacher in the first instance. We have found that an atmosphere where concerns can be discussed promptly, openly and honestly has the best outcome for all. If you feel you would like to talk with the Head Teacher, please make an appointment via the school office.

If you are still unhappy, you can contact the Chair of Governors via the school office.

If you would like to make a formal complaint you will find a form in the entrance foyer.