

# Barley Lane Primary School



Prospectus 2023-24

**B**elieve in yourself, **L**earn together, **P**ersevere and **S**ucceed



# Welcome to Barley Lane Primary School

## Message from the Headteacher

I am extremely proud to be Headteacher at Barley Lane Primary School. Barley Lane is a fantastic school where pupils enjoy learning, feel valued and are prepared well for the future. Our results and successes continue to improve and we strive to do everything we can to give every child the very best education.

We delight in watching our children grow intellectually, physically, emotionally and socially. Our staff are highly committed and work tirelessly to ensure that your children are safe, happy and challenged to do their very best each day.

We value our partnership with parents and really look forward to working with you to ensure your child's time at Barley Lane is a happy and successful one. I warmly invite you to visit the school to experience for yourself its positive atmosphere and the fantastic opportunities it offers its pupils.

Michael Henry  
PGCE, MA, NPQH



## Message from the Chair of Governors

It is a privilege to have been elected as Chair of Governors of this successful school, as confirmed by Ofsted in March 2020. The Governing Body continues to work closely with Mr Henry in moving it forward and establishing a vision for the future.

Our aim is to ensure that each every child, however able, can have an opportunity to shine not just by becoming 'secondary ready', but also by learning to become good citizens and proud of the community in which they live and learn. As a large primary school with a diverse cultural heritage, Barley Lane has a strong ethos of inclusion where all pupils are valued and supported, irrespective of ability, background or culture.

A key feature of the school is its extensive playing field thereby enabling pupils to have the freedom to play in a way which is not possible at many other schools.

Visitors are always welcome to meet some of the staff and appreciate the care and effort they make in helping all our pupils grow in confidence, gain knowledge and learn new skills, which will put them in good stead for their future education and, indeed, life.

David Backhouse MBE  
Former National Leader of Governance (2012-21)



## About our School

Barley Lane Primary School is a four form entry school from nursery through to year 6. The school is set in well-maintained grounds and we are lucky enough to have an extremely large field. We also benefit from an outside classroom and ecology area known as The Spinney.



Children have access to various resources both in and out of the classroom and this gives them a more rounded learning experience. The school is at the heart of a happy, vibrant and inclusive school community.

## Aims of the School

We aim to provide a wide range of learning experiences that help children to learn more, remember more and make connections across subjects. We aim for each pupil to achieve the highest standard in work and behaviour within a broad and balanced curriculum. This curriculum is designed to empower our children to develop an understanding of their place in the world, which is strengthened through their knowledge of how past generations have shaped their present lives.

We recognise that each child is an individual and do our utmost to meet their needs. We encourage children to be responsible, to take initiative and to show consideration to others. Our curriculum intent centres on widening the life experiences for our children, with a particular focus on cultural and creative experiences. Our ultimate aim for our children to become resilient, well-rounded individuals with a strong sense of self, developed through the culture and values of their community.



Barley Lane Primary School is a multicultural school where all children and adults are valued and respected as individuals, irrespective of race, gender, age, religious belief, ability, sexual orientation, trade union membership and social circumstances.

The school is committed to safeguarding and promoting the welfare of children and the emotional well-being of staff so that every child and adult feels welcomed, fulfilled, safe, secure and confident. We are a successful school with children

from many backgrounds. We work hard to celebrate children's achievements and help them to always achieve their best and 'to be the best they can be'.

## Admissions Procedure

Admission to the school is governed by the current admissions policy of the London Borough of Redbridge. This is reviewed annually. Parents who want their child admitted to the Nursery should visit the school so that the child's details can be recorded. Children who have an older brother or sister in the school have priority of admission into Nursery.



The school has a purpose-built Nursery which currently has places for 26 children in the morning session and a further 26 places in the afternoon session. Admission to the Nursery will be on or after the child's 3rd birthday and places are filled as vacancies occur. Not all children in the Nursery will necessarily obtain a place in one of our Reception Classes. At the normal age of admission, the number of children admitted to the school is limited to 120. Once this number has been reached the year group is deemed to be full.

The school follows the Borough's guidelines for admission of children to the Nursery and Reception classes.

Prior to your child starting school a meeting is usually held with parents where a variety of issues are discussed and the children also have a chance to visit the school to get used to their new educational surroundings. Unfortunately, due to the Covid-19 situation, this may not be possible

## The School Day

We operate a soft start at Barley Lane, where children are welcomed into their classes from 8:45am but the school day begins at 8:55 for all children in Reception - Year 6. Our school gates open just before 8:45.

Nursery Morning Session 8:45am to 11:45am

Nursery Afternoon Session 12:30pm to 3:30pm

School Morning Session (Foundation & KS1) 8:55am to 12:15pm  
(Reception lunch time starts at Midday)

School Morning Session (KS2) 8:55am to 12:25pm

School Afternoon Session (Foundation & KS1) 1:15pm to 3:30pm

School Afternoon Session (KS2) 1:25pm to 3:30pm

The children have set breaks in the morning for outside play and both Key Stage 1 and Key Stage 2 have a 15 minute break at 10:45am.



## Before School

- ◆ Wraparound care is available to parents from 7:30am to 6pm. Our breakfast and after-school clubs are run by an external company, called Shine. Details are available on our school website
- ◆ Parents are responsible for their children on school premises before the start of the morning session and after the afternoon session. Staff will be on duty should you need assistance. Please do not send your child to school too early and ensure they are collected promptly
- ◆ For your child's safety do not leave your child at the gate, you must bring them into the playground and for Key Stage 1 children in particular parents must stay with them in the playground until they go to their class at 8.45 am
- ◆ Teachers are not available to speak to parent/carers at 8.45am, but senior staff and office staff are available to address any concerns
- ◆ If you arrive late and the playground gates are locked, please take your child round to the front entrance and report to the Reception Desk

## After School

- ◆ Please collect your child promptly
- ◆ Teachers are available at this time if you need to have a brief word
- ◆ Children will not be dismissed until the teacher can see their parent(s), childminder or other appropriate adult known to the school
- ◆ If you know that you or the appropriate adult you have arranged to collect your child, are going to be late collecting your child for reasons beyond your control, please telephone the school (020 8590 8474) in good time
- ◆ If you have a child in both Key Stage 1 and Key Stage 2 you must collect your younger child first. Foundation/Key Stage One children not collected on time become distressed very quickly
- ◆ Children not collected by 3.40 pm will be taken by the teacher to the main school office and parents will be telephoned
- ◆ Parent/Carers will be asked to sign the Late Book when they collect their children, even if they have notified the school that they will be late, this is to ensure that we know who collected your child



- ◆ Late pick-ups are regularly monitored. If your child is not collected by 4.00pm and we cannot contact anybody on the child's contact list, Social Services may become involved
- ◆ If your child is in Year 5 or 6 and you are happy for them to go home on their own, please notify your child's class teacher in writing. If you wish them to take home younger siblings, please also include this in the letter.

# Barley Lane Curriculum

## Curriculum Intent

At Barley Lane Primary School, we aim to provide a wide range of learning experiences that help children to learn more, remember more and make connections across subjects. It is designed to empower our children to develop an understanding of their place in the world, which is strengthened through their knowledge of how past generations have shaped their present lives. To achieve this, the curriculum is centred on humanities topics, incorporating key quality texts and a 'big question' for each topic. We aim for our children to become resilient, well-rounded individuals with a strong sense of self, developed through the culture and values of their community.



## Curriculum Implementation

All pupils are taught by their class teacher for the majority of the time. Specialist French, PE and Music teachers cover PPA lessons. Teachers ensure that they provide a variety of teaching styles to address the needs of all learners and that all children have a wide and varied curriculum. Some lessons in Year 6 are taught in ability groupings in order that needs are more closely met and in preparation for the teaching style in Secondary School. We aim to ensure that teachers become experts in the subjects they teach through our CPD programme, subject leadership, curriculum teams and wider discussions on pedagogy.

Reading is at the heart of our teaching. This starts with high quality phonics teaching in the Foundation Stage and Key stage 1. Throughout Key Stage 2, we explore wider aspects of reading, especially for enjoyment. All classes have a class story time at the end of the day to appreciate different authors and staff aim to make this as enjoyable as possible for the children. We recognise that the ability to read fluently is key to all other aspects of the curriculum, allowing children to write well, reason in maths and develop knowledge of historical and geographical concepts.

As part of our humanities-based focus, each year group has a 'big question' as a focal point for each topic. This will allow the children to explore the social, emotional, moral and cultural aspects of the topic. Linking the text and focus question to the topic helps the children to understand aspects of learning and makes the learning experience memorable. Teaching the key vocabulary linked to the different areas of the curriculum is a priority in developing the children's spoken and written language.

## Curriculum Impact

In order for the children to understand and remember what they have learnt, areas of learning are revisited over the year and across year groups. We evaluate our curriculum on a half-termly basis and assess how it is enabling our pupils to develop their understanding.

Senior leaders, Year Group leaders and curriculum leaders monitor the delivery of our curriculum and teaching and learning in different year groups. This, coupled with our formative and summative assessments, enable us to have a dialogue which indicates how best to adjust our delivery of the curriculum.



## Assessment

Every child's progress is tracked from Nursery through to Year 6 and this is a normal part of school life. Each Key Stage has been listed below.

### Early Years and Foundation Stage

Nursery children are assessed on entry to the school. Throughout the year, observations and assessments are made. A written report is provided at the end of the Summer Term. Reception children are assessed following the Foundation Stage Profile. Observations and judgements are made throughout the year. Special Books are kept of children's progress. These books are passed on to the teacher the following year and sent home to parent/carers towards the end of the academic year. Written reports are provided at the end of the Summer Term.



### Key Stage 1

All classes in Key Stage 1 are assessed throughout the year and teacher assessments undertaken in November, March and June. Year 1 children sit a national phonics check in the summer term. At the end of Key Stage 1 Teacher assessments and tests (SATs) are carried out in May. These are part of everyday teaching and with as little pressure put on the children as possible. Full details on SATs is sent home nearer the time. Annual written reports are sent home in Spring Term, in advance of Spring Parent Consultations.

### Key Stage 2

All classes in Key Stage 2 are assessed throughout the year and teacher assessments undertaken in November, March and June. Year 4 children sit a national multiplication tables check in June. At the end of Key Stage 2, teacher assessments and assessment tests (SATs) are carried out in May. Children are formally tested and the school's results are published nationally. Full details on SATs is sent home nearer the time. Annual written reports are sent home in Spring Term, in advance of Spring Parent Consultations.

## Special Educational Needs

When a teacher or parent is aware that a child has additional educational needs they will consult with the Special Educational Needs Co-ordinator (SENCo) in order to plan an appropriate classroom learning programme.

If a child requires further support then an individual educational plan (IEP) will be drawn up in consultation with the parent/carers. Should the difficulties appear to be more complex; the school will discuss the situation with the parent/carers and seek specialist help.

The arrangements we have in place comply with the current SEND Code of Practice. The school's SENCo, Mrs Pierson, is happy to discuss these procedures with parent/carers.

The school also provides learning support for children with English as an Additional Language. Children who are identified as More Able have their needs addressed through a variety of means for example through music tuition, sports activities and additional opportunities for learning.



## School Uniform

Our school uniform provides an identity for our community. It is comfortable and hard-wearing and we strongly urge ALL children to wear it. Full details can be found in our [uniform policy](#). School uniform can be purchased in most supermarkets and uniform items with logos may also be ordered through Rupens in Meads Lane or with Mapac by ordering online at [www.mapac.com/barley](http://www.mapac.com/barley).

### BOYS

**Royal blue** school sweatshirt or cardigan (plain or with school logo)

**White** school shirt or **white** polo shirt

**Grey** school trousers (summer option: grey shorts)

**Plain white, black or navy** patka (if worn)

**Grey** socks

**Waterproof black** shoes (black trainers with no white sole or motifs for PE)



### GIRLS

**Royal blue** sweatshirt or cardigan (plain or with school logo)

**White** school shirt or **white** polo shirt

**Grey** skirt, pinafore dress or trousers (summer option: blue checked dress)

**Plain black or navy** hair accessories (no large bows), headscarf or hijab (if worn)

**Blue checked** summer dress (optional)

**Grey** or **white** socks / tights / leggings (leggings may be worn under skirts and dresses but not alone as legwear)

**Waterproof black** shoes (black trainers with no white sole or motifs for PE)

*Children in foundation stage are also required to bring in Wellington boots and a rain mac for garden activities in wet weather.*

### PE Kit:

Children should wear their PE clothes to school on their allocated PE day.

**White** T-Shirt (plain or with school logo)

**Navy or black** zip-up hoodie or black sweatshirt

**Navy or black** shorts (indoor PE)

**Navy or black** jogging bottoms (outdoor PE)

**Black** plimsolls or trainers, with no white soles or motifs



Hair accessories should be plain black or dark blue. No large hair accessories (such as big bows) are allowed. Please ensure you label all your children's clothes or use an indelible marker pen. Should your child lose any of their uniform we have a lost property unit by the staffroom – please check this for any items your child is missing. At the end of each term, where possible named clothing will be returned to your child's class. Any unclaimed/unnamed items given to a local charity shop.

## Positive Behaviour

Responsibility for behaviour management within the school rests with the Headteacher and all of the school staff; however this is in close co-operation with parents and carers. The school has developed a Positive Behaviour Policy and Anti-Bullying Policy which outlines the school's approach, our five core values and three key rules.

## Safeguarding and Child Protection

We believe that the welfare of your child is paramount. We would like to work closely with you to ensure your child is protected at all times. Like other schools in Redbridge we are obliged to follow set procedures when we are concerned about a child's welfare. Our Child Protection and Safeguarding Policy is reviewed annually and can be found on our website, alongside details of our Safeguarding Team. Ofsted deemed our safeguarding practice to be effective in March 2020: "Leaders, including governors, foster a strong culture of safeguarding. "

## Security

Your child's safety is of prime importance to us. Our health and safety policy can be found on the website, and our security procedures are reviewed regularly.

For parent/carers collecting children from their classroom during the school day:

- ◆ Only enter the school through the main entrance in Huxley Drive. Do not ask a child to let you in through a playground entrance
- ◆ Always report to the school office and the staff will collect the child for you
- ◆ Please ensure you leave through the main entrance and sign out using our electronic system.



If you change any of your emergency contact telephone numbers or home address at any time, it is important that you notify the school office as a matter of urgency. Change of Details Form are available from the school office.

For all visitors to the school:

- ◆ Only enter the school through the main entrance in Huxley Drive. Do not ask a child to let you in through a playground entrance
- ◆ Always report to the school office
- ◆ You will be required to sign in to the visitors booking system and issued with a visitors pass which MUST be returned to the school office at the end of your visit
- ◆ Ensure that you scan out of the visitors booking system
- ◆ **Make sure that when you leave, you do so through the main school entrance.**

## School Attendance & Absence

It is important that your child attends school every day, so they do not miss out on key learning. Every lesson counts!



### ***Unexpected Absence including Illness***

If your child is sick (vomiting, temperature or diarrhoea) at home or in school and is sent home, please keep them at home for 48 hours to avoid possible spread of infection even if your child feels well enough to return. All reasons for an unexpected absence must be phoned into school before 9.15am on the day of the absence. Please choose Option 1 and leave a message. Where possible please advise the anticipated length of absence. When a child has been absent from school for any reason a note must be sent on their return with an explanation of the absence. A penalty notice fee may be issued for 12 unauthorised sessions (equivalent to 6 days) in any 12 school week period or leave of absence taken without the permission of the Headteacher. If your child is absent from school for any reason and you have not informed the school, it is school policy to telephone home to find out why they are absent.

### ***Known Absence***

If you know your child is going to be absent, for example for a medical appointment, please inform the school in writing before the day of absence. ***Medical appointments should be made outside of school hours.*** If appointments are made during the school day children should attend/return to school before or after their appointment if possible (appointment cards will be requested by the Attendance Officer).

Children leaving school for any reason must be collected by a known adult. If, for any reason, you need to collect your child during school hours, you will be asked to sign your child out of school on our system.

The Department for Education (DfE) (2013) states that leave of absence requests for holidays should not be granted. The school will only grant leave in term time in the most exceptional circumstances for which evidence is requested.

Any requests for leave during term time must be applied for in advance. Leave that is taken without permission of the Headteacher will be recorded as unauthorised and you may be liable to a Penalty Notice fine of £120 per parent, per child (£60 per parent, per child if paid within 21 days of the date of issue). These may be issued for:

- A) 12 unauthorised sessions (equivalent to 6 days) in any 12 school week period
- B) Leave of absence taken without the permission of the Headteacher

***All holidays taken during term time will be unauthorised.***

Authorised absence is defined as:

- ◆ When a child is absent as a result of illness/attending a medical appointment and an acceptable explanation has been received
- ◆ Religious Observance (subject to a maximum number of 3 days per academic year)
- ◆ Where a child has been temporarily excluded from school.

## Medication and First Aid

We follow guidelines from the Local Authority regarding the administration of medicines in school. There are two main circumstances in which requests for medication to be given whilst in school may be made to the School Office:

- A) Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy
- B) Cases where children, recovering from short-term illness, are well enough to return to school but are still taking prescribed medicine.

However, where possible if your child has been prescribed antibiotics they should not be at school until they have fully recovered. Wherever it is possible a parent should administer medicine at home. If it is essential that your child takes medication during the school day then the following safeguards should be observed when the school accepts responsibility for the administering of medicines to children:

- A) A Med 1 Form should be completed by the parents giving permission for the medicine to be administered, during the school day. This form is available from the School Office
- B) The medicine should be delivered by the parent, not the child, to the School Office
- C) The medication should be clearly marked with the child's name, class, the time it must be taken and instructions regarding dosage.

Asthma inhalers must be clearly named and kept with the child at all times. Epipens must be clearly labelled and kept in a safe place in the school office and also in the classroom. Diabetic children must have "emergency packs" which are kept in the office. For those children with long term medical issues, care plans are devised between the school, parent/carer and the relevant medical professionals.

### ***First Aid***

In the event that your child has an accident they will be brought to the Welfare Room to see the staff responsible for and qualified in first aid. All first aid is recorded appropriately and a green first aid slip will be sent home with your child informing you of what happened and what treatment was given. At lunchtime all children who require treatment are taken to the Welfare Room, are treated by qualified first aid lunchtime staff and will receive a yellow first aid form. In the event that your child sustains a head injury, they will be taken straight to the office to be seen by a first aider. Our policy is to phone home to inform parent/carers to make them aware of head injuries. We will discuss the best options. We will always discuss the options with you and in the event of a more serious injury we will advise you to come and collect your child. All children who have received a head injury are given a specific head injury form to take home.

The school has a number of qualified first-aiders, but in the event of an emergency a child may have to be taken to hospital. We will always endeavour to contact parent/carers as a matter of urgency if your child has received a serious injury and needs to go to hospital. Although your child will be escorted to hospital if you are unable to get to school before the ambulance leaves, may we remind you that only the parent/carer will be able to give consent for treatment to be given at hospital, so it is essential that you keep us informed of your emergency contact numbers.

## School Meals

School meals are provided on site by Pabulum. Dinner money should be paid in advance by online payments. We strongly advise that you set up an online account to monitor your child's account. Please ensure you keep all dinner money payments up to date. It is very important that your child's school meal account is kept in credit or this may lead to a school lunch not being available for your child



If you wish your child to go home for lunch they must be collected by an appropriate adult known to the school, they will not be allowed home alone. For Foundation and KS1 they must be collected from the school office at 12.15pm and not to return to school before 1.10pm. For KS2 they must be collected at 12.25pm and not to return to school before 1.20pm. The school has been recognised for encouraging children to eat school lunches and was awarded 1<sup>st</sup> prize in the Redbridge Schools Meals competition.

If you prefer your child to bring a packed lunch to school, please remember the following:

- ◆ Packed lunches must be in one container, plastic and **clearly marked with the child's name**
- ◆ A drink in a cardboard or plastic container is advisable but it must not be a fizzy drink. Water and milk are the only drinks available in school
- ◆ Sweets should not be part of a packed lunch, but a chocolate covered biscuit can be included. As we are a Healthy School please see this as a treat but not on a daily basis
- ◆ We are promoting 'healthy eating' and lunchboxes are monitored and class teachers will discuss any concerns with you.

Healthy snacks are available at morning playtime. If you prefer to give your child a snack, please make sure it is fruit and NOT sweets, chocolate or crisps. Children should be encouraged to bring a small bottle of water to drink in class during the day. They are able to refill the bottles whilst at school.

Honestly Good Food  
at Barley Lane Primary School...



To find out more visit: [pabulum-catering.co.uk](http://pabulum-catering.co.uk) Or call us on: 01252 819991

**pabulum**  
HONESTLY GOOD FOOD

## Extra Curricular Activities

The school considers sports and clubs an important part of your child's development not only for learning but to enhance their social skills. A wide range of activities are offered to children and parent/carers and information is provided in the School Newsletter. Preparation for performances, sporting competitions



and football matches are arranged outside of school hours. Parent/carers are encouraged to support these activities and where possible offer assistance and transport.



For children in Year 5, intensive swimming lessons are provided by the Local Authority at Mayfield Pool. For one day a week across one term children attend the local swimming baths. The



aim of the scheme is to ensure that all children are able to swim at least a width of the pool. It is a requirement that all children participate as it is part of the curriculum.

Each term we have varied after school clubs that run from Monday to Thursday. Clubs do not start until the second week back in a term and they finish the week before the end of each term. We also attend many sports competitions throughout the year which the children thoroughly enjoy.



## Additional Information

### ***Charging and Remissions Policy***

Although as a school we are a non-profit organisation, there will be times when voluntary contributions are requested to cover the cost of travel, admission charges etc when children go on educational visits or to cover fees from visiting workshops for example; theatre groups or animal specialists. Lack of sufficient financial support may result in visits being cancelled. Should you have difficulty in contributing towards any payments, please speak to the Headteacher in confidence.

If school equipment such as furniture, windows and books etc has been damaged as a result of a child's behaviour, the school may issue a charge towards the repair cost or replacement.

When children are in Year 6 there is often a residential activity based trip. The cost of this varies from year to year and full details are sent home while your child is in Year 5. There are scheduled dates for deposits and balances; however we are able to set payment plans for families to help spread the cost over the academic year before the trip takes place. For parent/carers who receive particular allowances they will receive full remission of board and lodging charges for this activity. If your child does not take part in the trip, they will still be expected to

### ***Parent Volunteers***

We welcome parent/carers into school to help. When a parent is able to help with a small group of children in the classroom it helps the teacher immensely and the children benefit in many ways. If you are able to offer any help with this or class visits please let your child's class teacher know. To ensure the Safeguarding of our children, all voluntary helpers are subject to a Disclosure Barring Service check (DBS); this requires completion of documentation. Places are limited and unfortunately not all requests can be granted.

### ***Newsletter***

We email parents and carers a school newsletter every other Friday which provides additional school information or celebration details. Please ensure we have your current contact details and email address. All newsletters are available on the school website.

### ***Parking***

The school has an approved Travel Plan and copies are available from the school office and the school website.

Where possible please walk your child to and from school. The roads around the school get very congested at both ends of the school day, if you are able to park further away and walk the rest that would be very helpful. Please DO NOT park on the yellow zigzag lines or in the bus stop in Barley Lane at any time. Failure to comply can lead to a fixed penalty parking fine. We encourage children to walk to school.





We hope that your child's time at Barley Lane Primary School will be both happy and successful. We encourage children to work hard and to behave in a sensible and responsible manner. We also try to be reasonable with our procedures and in the demands we make upon the parents and carers.

Despite our endeavours you may on occasion feel concerned about a particular aspect of your child's school life. At these times please do not hesitate to come and discuss the matter with us, when things can invariably be explained or settled amicably. Should you wish to see a class teacher they can usually be caught for a few moments after school or by making an appointment through the office.

Should you have any other queries, please do not hesitate to contact or visit the school office and the office team will be pleased to help you and if necessary point you in the right direction.

Should you have cause to complain, the Complaints Policy can be found on our website under Statutory Policies. All complaints will be dealt with in accordance with the agreed policy.



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