



SCHOOL PROSPECTUS

September 2019



**Bishop Bridgeman C.E.
Primary School**

Bolton & Farnworth C of E Primary Multi Academy Trust

We Work We Play We Care We Pray



A message from the principal

Dear Parents/Carers

Thank you for choosing Bishop Bridgeman C.E. Primary School for your child's education. I believe that the primary years are the most important in a child's life and are certainly the most exciting. The sense of wonder and discovery children experience as they start their learning journey is a privilege to observe and be a part of. The staff at Bishop Bridgeman are committed to providing our children with the very best education possible. Children learn best when home and school form a strong partnership; working together, allows children to reach their full potential. When your child starts school, we want you to feel that you play an important part in our school community.

I would encourage all parents and carers, thinking about sending their child to Bishop Bridgeman, to book an appointment to visit the school to be able to discuss your child's future.

Yours sincerely
Mrs H Hafeji
Principal



A message from the chair of governors

Dear Parents/Carers

On behalf of the governing body, I would like to welcome you to Bishop Bridgeman. The governing body of Bishop Bridgeman consists of foundation governors, appointed by the church; parent governors; one staff governor; and one governor appointed by the local authority. The governing body meets at least once each term to take an overview of the school's progress and strategically plan for the future. Every governor has a specific role and responsibility in the governance of the school. At Bishop Bridgeman we aim to provide only the best quality of education for your child. We know that every child matters to God and every child matters to us.

Canon C Bracegirdle
Chair of Governors

Bishop Bridgeman Church of England Primary School is an academy school within The Bolton & Farnworth C of E Multi Academy Trust. We cater for children from 3-11 years as part of our main school and nursery.

MISSION STATEMENT

“Our School promotes the development of happy and confident learners, so that each child can achieve his or her potential.”

This Mission Statement is set within the context of faith in God and recognition of our Christian tradition.

AIMS

- To educate pupils intellectually, socially, morally, aesthetically, physically and spiritually within a school based on Christian principles.
- To provide an environment where children can react positively to learning. This is achieved by valuing each child and by the effective development of his/her skills and talents.
- To develop each child’s sense of social responsibility, self-esteem, good manners, respect for others and self-discipline.
- To develop each pupil’s spiritual awareness by promoting Christian principles, love of God and love of one’s neighbour and by recognising and respecting other faiths present in our school.
- To provide a balanced curriculum within and beyond the regulations of the National Curriculum.
- To stimulate children’s curiosity and excitement about the world and to encourage them to search for a faith by which to live.
- To use the financial resources at our disposal to provide the highest possible levels of staffing, equipment, attractive accommodation and surrounding.

CHRISTIAN VALUES

At Bishop Bridgeman, we believe that **LOVE** should underpin all that we do. This feeds into our six core values:

Faith, Forgiveness, Friendship, Honesty, Hope and Trust



Bolton and Farnworth Multi Academy Trust	
Mrs J Pilling	CEO
Mrs N Patel	Trust School Improvement Director
Mrs J Warburton	CFO
Senior Leadership Team	
Mrs H Hafeji	Principal
Mr O McPhail	Vice Principal
Mr C Booth	Assistant Principal
Mrs Z Ogden	Assistant Principal
Miss K Breen	SENDCo / Inclusion Lead
Miss V Potter	English Lead
Miss S Rimmer	Science Lead
Mrs S Gough	RE Lead
Teaching Staff	
Mr C Booth	Year 6 / Maths Lead
Miss S Rimmer	Year 6 / English Lead for KS2
Mr O McPhail	Year 5
Mr D Ryan	Year 5 / Science Lead
Mrs K Breingan	Year 4
Mr C Finn	Year 4 / PE Lead
Mrs S Gough	Year 3 / RE Lead
Miss N Geldard	Year 3 / Geography & History Lead
Miss V Potter	Year 2 / English Lead for KS1
Miss R Rothwell	Year 2 / RE
Miss K Breen	Year 1 / SENDCo
Miss K Greenall	Year 1 / Art & D&T Lead
Mrs Z Ogden	Reception / EYFS and Curriculum Lead
Miss S Ryan	Reception / Computing Lead
Mrs L Little	Nursery
Mrs S Cooper	Health & Wellbeing / Healthy Schools / MFL Lead

Teaching Support Staff	
Miss B Smyth	Mrs H Dakri
Mrs B Smyth	Mrs D Felton
Mrs A Munshi	Miss L Mercer
Mrs K Newton	Mrs H Simjee
Mrs A Ainsworth	Mrs V Brocklebank
Mrs T McWilliams	Mrs J Boyce
Mrs M Zahir	Mrs N Khan
Mrs S Chadat	Miss T Jeffries
Mrs Y Abbas	Mr S Walmsley
Mrs K Couperthwaite	Mrs A Rout
Mrs S Singh	Mrs A Yusuf
Mrs E Alcock	
Administration Staff	
Mrs D Goulden	HR / Finance Officer
Mrs L Tipping	School Administration Officer
Mrs S Waddington	Principal's PA
Mrs D Sutcliffe	Site Manager
School Governors	
Canon C Bracegirdle	Chair of Governors
Cllr. J Walsh	Vice Chair of Governors
Rev. M Slack	Foundation Governor
Mr G Pincott	Foundation Governor
Miss E Weston	Foundation Governor
Mr I Hepburn	Foundation Governor
Mrs H Hafeji	Principal
Mr O McPhail	Staff Governor
Mrs S Vora	Elected Parent Governor
Mr I Akram	Elected Parent Governor



SCHOOL ADMISSION POLICY FOR 2018/19

The Local authority manages the school admission process and sets the deadline for applying for places. You can apply quickly and easily online at www.bolton.gov.uk/admissions. If you do not want to apply online, you can apply through paper application.

Please be aware that the LA have strict deadlines.

At Bishop Bridgeman, the governors will admit all children having a statement of special educational needs / education health care plan in which the school is named.

Admission criteria:

1. Looked after children (children in public care) and children with a statement of special educational needs or education, health and care plan in whose statement the school is named.
2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Baptised children whose baptism is recognised by the Church of England.
4. Children who are baptised or dedicated at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
5. Children who regularly attend a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
6. Children who will have an older brother or sister attending the school at the time of their admission.
7. Any other children.

If at the end of the process, if a place has not been allocated, the parents have the right to appeal in a tribunal. If parents wish to follow this course of action, they should contact Pupil and Student Services, Paderborn House, Bolton, BL1 1JW. Telephone No: 01204 332092

Admission to Bishop Bridgeman Nursery does not guarantee your child a place at Bishop Bridgeman C.E. Primary School.



SCHOOL ROUTINES & GENERAL INFORMATION

The School Day

Nursery

Morning Session	8:30am – 11:30am
Afternoon Session	12:30pm – 3:30pm

Main School

Breakfast Club	8:15am
Start of School Day	8:55am
Key Stage 1 Lunchtime	12:05pm – 13:05pm
Key Stage 2 Lunchtime	12:15pm – 13:10pm
End of School Day	3:20pm

Children should not arrive at school any earlier than 8.45am unless they are attending the breakfast club which starts at 8.15am. All children should be collected by a named adult.

Breakfast Club

Breakfast club is open from 8:15am each day. Children will be provided with a choice of breakfast items and a range of engaging activities. We encourage children to attend breakfast club to ensure a smooth transition into classes and to set them up for the school day.



SCHOOL UNIFORM

The school has adopted a school uniform for several reasons:

- to help children look smart and recognisable;
- to develop a sense of pride and belonging;
- to ensure that children are dressed to meet the different demands of the school day.

The school colours are maroon and white and the uniform is:

- grey trousers, shorts or skirt;
- white blouse/shirt or polo shirt;
- maroon sweater, cardigan or sweatshirt (with school logo);
- a maroon/white gingham summer dress can be worn in warmer weather.

All children are expected to wear the uniform.

School clothes can be bought from most children's clothes shops. School sweatshirts, which have the school badge on, can be purchased from uniform stores within Bolton.

Children should also have the following items in school from Monday to Friday:

- a pair of slip-on pumps (trainers for outdoor activities);
- a pair of BLACK shorts or tracksuit bottoms;
- a PE t-shirt with the school logo;
- a draw-string bag in which to keep the above.

Children must not wear at any time:

- jeans or track suits;
- jewellery (except studded earrings);
- make up and nail polish;
- high heeled footwear.

Please ensure that all your child's belongings are labelled clearly with his/her name.



LUNCHTIME AT SCHOOL

School Dinners

School meals are served to children in the hall on a cafeteria system. All school meals are carefully planned to give children a healthy, balanced and nutritious diet and we recommend that children choose this option.

We offer meals to suit all dietary requirements, including vegetarian and halal.

Dinner money is collected in on Mondays for Years 3 – 6. Please ensure your child's name and class is clearly marked on the envelope.

Free School Meals are available in certain circumstances. If you feel that your child may qualify then please contact The One-Stop-Shop, Bolton Town Hall, Bolton. Telephone No: 01204 332099

Packed Lunches

Alternatively, children may bring a healthy packed lunch, consisting of something savoury and a piece of fruit. It must be brought in a small plastic sandwich box. A soft drink may be brought but water is provided.

FIZZY DRINKS ARE NOT ALLOWED.

Children may only change their meal arrangements at the beginning of each half-term, unless permission has been given by the Principal. Requests to change arrangements should be notified in writing to the School Office.



HEALTH & SAFETY

Children's Details

It is very important that our records for each child are kept up-to-date.

Please inform us immediately of any change of name, address or emergency contact number. This is to ensure that we are able to contact a family member if your child should fall ill or become injured whilst at school.

Medicines

From time to time children may be in school whilst still receiving a course of medication. Parents therefore need to be aware that:

- It is always preferable for parents to administer medication. If it is not possible for parents to do this, they should speak to the principal, who will try to make arrangements to help.
- Any medication which is handed to the office must have the original pharmacy label, which includes the date, the child's name and accurate dosage instructions.
- For asthma sufferers a spare, labelled ventilator may be kept in school.
- Although every effort will be made by the school to carry out such administration of medicines, we cannot make any guarantee regarding such requests.
- School has a permission form that must be completed by parents if any medication is to be taken at school.

ABSENCE FROM SCHOOL

Illness or Injury

A child's absence must be reported to the school office by a telephone call or a letter on the first day of absence, preferably before 9.30am.

Medical Appointments

Medical appointments, wherever possible, should be arranged outside school hours. However, if this is unavoidable then parents must show evidence of an appointment to the school office. This is to ensure that your child has a genuine reason to be absent from school.

Family Holidays

It is important for parents to remember that they do not have the right to take children out of school during term time. If a holiday is requested parents must write a letter before booking any holidays.

PLEASE NOTE: parents must expect their request to be declined.

A copy of the school's holiday pattern for the coming year is available from the school office and the school website.

PARENTAL INVOLVEMENT

The school shares the responsibility for the education of each child with the parents. We provide Stay and Learn sessions throughout the year, where you are invited to visit and work with your child. We are aware that children benefit from knowing that their parents are interested in what happens in school.

The school plans regular fund-raising events to raise money to help school buy additional resources. We are always glad of parents' interest and help in school and also look to you for support for any social activities that will benefit the school and the children.

Parents are also invited to attend our regular class or 'special event' assemblies.

We try to keep parents informed and up-to-date by:

- Displaying half-termly newsletters on the school website.
- Running curriculum workshops to explain and show parents exactly what children are learning in school.
- Holding three Parents' Evenings each year as an opportunity for parents to talk to staff about their children and the progress they are making.
- Including details of all events and special occasions on the school website which can be found on-line at www.bishopbridgeman.co.uk

The school is willing to listen to any suggestions which parents may have which will benefit their children and help the smooth and successful running of our school.



BEHAVIOUR & DISCIPLINE

We believe good behaviour and positive discipline is essential for effective teaching and learning. A good working atmosphere inside the classroom, together with sensible, thoughtful and considerate behaviour, should provide opportunities for quality learning experiences and lead to a happy and caring atmosphere.

Behaviour & Rewards

How do we reward?

Bishop Bridgeman has adopted a consistent approach for rewarding and encouraging good behaviour, effort and manners based on the collection of 'smiley face' stamps. Smiley faces may be awarded for any actions, deeds or attitudes which are deemed noteworthy.

A 'smiley' can be awarded by any staff member to any child at any time. All staff should carry 'smileys' at all times to reward and reinforce positive behaviour as it occurs. This reinforces our philosophy that the care of our children is the responsibility of all adults in school.

As well as whole school reward systems individual classrooms will have their own personalised rewards led by the children's interests.

We promote reading for pleasure at Bishop Bridgeman and encourage children to read at home regularly. Children can achieve bronze, silver and gold rewards in reading when they have read at home with an adult. Prizes range from bookmarks, books and book tokens so children have a free choice of which book they would like to purchase.

CLASS ORGANISATION

For the school year 2018/19 children will be divided into the following classes:

- Two Nursery classes and two reception classes (Early Years Unit);
- Four classes covering Year 1 and Year 2 (Lower School);
- Four classes covering Years 3 and 4 (Middle School);
- Four classes covering Years 5 and 6 (Upper School).

Many children, for a variety of reasons, receive additional support within their own classroom, from one of our intervention teaching assistants or volunteer readers.



THE CURRICULUM

The school aims to fulfil the requirements of the National Curriculum and to develop the full potential of each child. By creating a happy and caring atmosphere, the children can learn the skills of English and Maths, and, through an exciting and stimulating environment, be encouraged to investigate, discover and create. The curriculum will be broad and balanced and take heed of recent changes in society and technological advances and is reviewed regularly on an internal and external basis.

The children are taught primarily by one class teacher although, on occasion, a staff member with a specialism in a particular subject may be utilised. The teachers use a variety of teaching approaches to provide the most effective learning situation and to offer the maximum benefit of their expertise.

The school curriculum includes the core and foundation subjects of the National Curriculum.

Core: English, Mathematics, Science, Computing and RE.

Foundation: Design Technology, History, Geography, Music, Art, PE, PSHE and a Modern Foreign Language (KS2).

Within the subject areas we plan to provide practical, meaningful and engaging activities that develop deep understanding. The work is differentiated to meet the needs of all children. Whenever possible we attempt to include work in the local environment and trips to other interesting locations.

ATTENDANCE REWARDS

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children on roll to attend every day when the school is in session providing they are fit and healthy enough to do so.

We do all that we can to encourage the children to attend and put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

Those children who attain 100% attendance in any one calendar month are given a golden ticket that allows them to attend school in non-uniform.

Those children who achieve 100% attendance (no lateness, no medical appointments etc.) for the year are entered into a draw for a significant prize.

RELIGIOUS EDUCATION

Bishop Bridgeman Church of England Primary School uses a comprehensive scheme of work based on a scheme prepared by the Diocese of Blackburn. The school scheme takes into account the fact that our school has a large percentage of children who are of other faiths.

Parents who send children to our school know that we are a Church school and expect us to be faithful to its foundation whilst respecting other faiths.

SCHOOL WORSHIP

All religious faiths have worship at the centre of their communal life. As a Christian school, we believe this to be a very important part of our community life.

We hold an act of worship every day in school that seeks to reflect our Christian foundation and respect the faiths of others who are part of our community.

Parents do have the right to withdraw their children from religious education and worship but as this is a church school, it is expected that all pupils will attend.

ARRANGEMENTS FOR CHILDREN WITH SPECIAL EDUCATION NEEDS

All our children are closely monitored from entry into the Nursery through to year 6. If a teacher has concerns about any child at any time, he/she will discuss the problem with the SENDCo and/or the Principal and the parent(s).

Having diagnosed a child's needs, we provide support according to the statutory guidelines for children with special educational needs. When necessary, we involve other agencies including the educational psychologist.

Should any parent require further information on this subject, our policy documents are always available in school and on our school website. The principal and SENDCo will answer any questions you may have.



EXTRA SCHOOL ACTIVITIES

The children at Bishop Bridgeman School enjoy a wide range of extra-curricular activities, dependant on the staff we have available at any one time. Our current activities include: football, cricket, netball, dodge ball, handball, gymnastics, rounders, choir, recorders, clarinet, arts/crafts, sewing and science.

VALUABLES AND MONEY

Children must not bring toys or personal possessions into school because the school cannot take responsibility for loss or damage.

Children should only bring money into school for particular purposes and it should be sealed in an envelope and clearly labelled with name and purpose. The school cannot take responsibility for lost money.

HAIR STYLES

We do not allow children to come into school with extreme haircuts i.e. with lines or shapes cut into their hair or allow them to have un-natural hair colour dyes.

COMPLAINTS

Most parents are very happy with the education their children receive at Bishop Bridgeman. However, if an issue should arise, we would endeavour to resolve this quickly through discussion with the class teacher or school Principal.

If these attempts to address the matter are not sufficient, then parents should follow the complaints policy, which can be found on the school website.





Bishop Bridgeman C.E. Primary School

Rupert Street, Bolton BL3 6PY

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Fax: 01204 333467

Email: office@bishop-bridgeman.bolton.sch.uk

An Academy School – Company number: 10261477

Principal: Mrs H. Hafeji

Chief Executive Officer: Mrs J. Pilling

