

# Berrycoombe Community Primary School



**Berrycoombe Vale**

**Bodmin**

**Cornwall**

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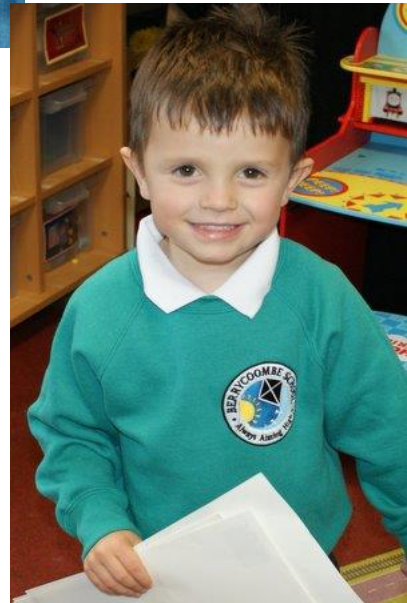
**Email: [secretary@berrycoombe.cornwall.sch.uk](mailto:secretary@berrycoombe.cornwall.sch.uk)**

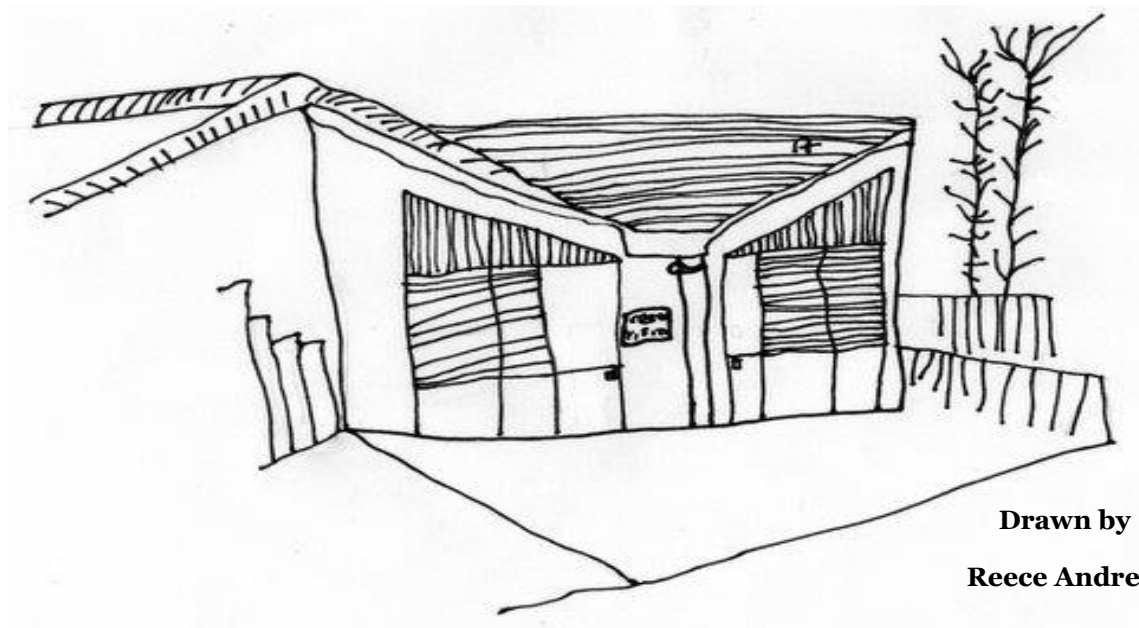
**Head teacher: Mr Craig Robertson**

**Chair of Governors: Mr Michael Kimpton**

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**Drawn by**  
**Reece Andrew**

Dear Parents and Carers

On behalf of the children, staff and Governors I would like to welcome you to Berrycoombe Community Primary School.

At Berrycoombe we believe that education is important because it gives your child freedom and choice, both now and in the future. Education empowers children. We are committed to ensuring that your child makes an excellent start to their learning.

At Berrycoombe we will have high aspirations and hopes for your child. We will ensure that they love their learning and have fun; that they feel safe at school and fulfil their academic potential.

This prospectus will provide you with all the information you need as a new parent, however it is no substitute for coming in, saying hello and getting to know us. We are friendly, informal and always willing to listen, support and help.

**Craig Robertson**  
**Head teacher**

**Email:** [head@berrycoombe.cornwall.sch.uk](mailto:head@berrycoombe.cornwall.sch.uk)



## School

In school there are things that every-  
one loves,  
friends,  
work and play,  
a safe place to make mistakes,  
nor let people play all day.

Some people feel up in the air,  
some down to the ground,  
but people here,  
get up and cheer  
when teachers smile,  
or laugh aloud.

But they do not tease and then smile,  
nor make a face,  
'cause this is brill Berrycoombe,  
where anger is rarely here,  
and never leaves a trace.

Written by Arwen Haselden



## Berrycoombe

The bell rings to go  
South and north the children run  
Pushing through the door as cheerful children.

Literacy books out and they are writing,  
All is well  
Here we always try to be Kind

We always aim to do our best  
The girls like to concentrate and the boys  
like P.E.

Berrycoombe school, great to be taught in.



Written by Hannah Carthew



### **Our Values and Ethos**

At Berrycoombe School we believe that every child has the right to a good education and we are committed to ensuring that your child makes an excellent start to their learning by;

- providing a warm and welcoming environment in which children are safe and feel secure
- offering a stimulating, varied and enjoyable approach to the National Curriculum
- valuing the individual needs and abilities of each child
- being committed to a fully inclusive environment and making sure that each child has the opportunity to maximise his or her potential.

# **School Governors**

## **What are Governors?**

School Governors are like a Board of Directors who help to make decisions about how the school is run. They meet once a term altogether and more often in smaller committees which have specific responsibilities such as finance, personnel, curriculum etc.

School Governors have legal powers, duties and responsibilities but they can only act together, not individually.

## **Who are the Governors at Berrycoombe?**

### **2 Governors appointed by the LA**

Michael Kimpton (Chairman)

Chris Twigg (Vice Governors)

### **Governors elected by parents**

Deborah Mavriano

Hannah Fugill

### **2 Co-opted**

Judith Luker

Mr Ian Cameron

### **2 Foundation Governors**

Teresa Charnley

### **2 Staff Governors**

Daniel Walton

Craig Robertson

## **Teaching Staff**

<b>Headteacher</b>	Mr Craig Robertson
<b>Year 6</b>	Ms Donnithorne & Mrs Jerome-Snell
<b>Year 5</b>	Mr Coles
<b>Year 4</b>	Ms Gordon
<b>Year 3</b>	Miss Marriott
<b>Year 2</b>	Mr Tardivel )
<b>Year 1</b>	Mr Walton ) Mrs Turner (KS1 Teacher)
<b>Reception</b>	Mrs Thomas (Assistant Head) )
<b>S.E.N.C.O</b>	Mrs Smith (Literacy/phonics/music).

**Parent Support Advisor** Mrs Claire Johnson

## **Teaching Assistants**

Mrs Charnley (HLTA)..... Miss Bawden(HLTA).....Mrs Coles (HLTA)  
Mrs Corps .....Mrs Franks.....Mrs Grimes  
Mrs Trudgeon (HTLA).....Mrs Golding (HLTA)  
Mrs Halpin.....Mrs Ives (HLTA).....Ms LeBailey (HLTA)  
Mrs Mansell.....Mrs Nicholls.....Mrs Owen (HLTA)  
Mrs Talbot.....Mrs Churchward..... Mrs Shoemark  
Miss Burton..... Miss Twigg..... Miss Edwards  
Mrs Necker.....Mrs Wendon.....Mrs Williams  
Mrs Rescorle .....Mrs Talbot .....Mr Knowlden

## **Administration**

Mrs Williams – Business Manager                      Mrs King – Secretary



## **Lunchtime Supervisors**

Mrs Trudgeon (Lead).....Miss Bawden.....Mrs Neville .....Mrs Franks  
Mrs Halpin .....Mrs Grimes..... Mrs Evans.....Mrs Read  
Mrs Shoemark .....

## **School Council**

Children matter at Berrycoombe and their voice is important. Every year the children elect class councillors who represent their class and their peers' views and opinions at School Council. This group of children play an active part in school life. They raise issues and concerns, choose clubs and activities, select and buy equipment for the playground and take part in the interviews for potential members of staff.

## **History of Our School**



Our school was opened in 1980 by H.R.H. Prince Charles. The original building consisted of seven classrooms but, in the late 1990's, there was an extension added to the far end, giving us an extra two classrooms. This gave the school the luxury of being able to allocate a room as a Computer Suite!

In recent years, we have extended the play area giving the Foundation Class an area of their own, and an Adventure Playground has been created at the top of the playground for all children to use.

Our current emphasis is on Outside Learning and as part of this we have developed garden beds for each class, encouraging the children through a variety of curriculum subjects (including Science) to link with nature.

We have always been a School which has strong links with the local Community, attending a variety of events and also working with other local schools for sports and other activities, but now we are also forging links with the Global Community and are forming a relationship with a school in Africa!

## **Community Cohesion**

Children at Berrycoombe really enjoy participating in a number of local community events such as St Piran's Day, Bodmin Heritage Day, Carol Singing at the hospital and Remembrance Day to name but a few. Our children also benefit from a wide range of visiting groups and speakers.



## **The School Day**

### **Breakfast Club**

8:00am – 9:00am - £2:00 (includes fun activities and a healthy breakfast)

### **Infants**

**8:50am** Doors open

**9:00am** Registration

followed by learning session

**10:25am** morning break

**10:40am** learning session

**12:00pm** lunchtime

**1:15pm** learning session

**2:45pm** assembly

**3:15pm** end of school day.

### **Juniors**

**8:45am** Playground open

**9:00am** Registration

followed by learning session

**10:25am** morning break

**10:40am** learning session

**12:15pm** lunchtime

**1:15pm** learning session

**2:45pm** assembly

**3:15pm** end of school day.

## **Assemblies**

The school assemblies are designed to be inclusive to all communities represented within the school and are linked to the social and emotional curriculum taught in school. The messages broached in assemblies focus on key moral issues fundamental to any community (e.g. getting on with each other, treating others with respect, the importance of being helpful and kind). Some assemblies conclude with a quiet reflective moment when the children consider what has been learnt and how it affects them. If you would like further information please contact the Head Teacher.



## **Our Curriculum**



### **Curriculum Aim**

Our curriculum aims are built around the National Curriculum. It's broad and balanced and designed to ensure that children achieve their full potential; that they are enthralled by their learning and develop the skills to become life-long learners.

## **Foundation Stage**

Foundation stage is divided equally into six areas of learning. These are;

- communication, language and literacy,
- personal, social and emotional development,
- problem solving, reasoning and numeracy,
- knowledge and understanding of the world,
- physical development,
- creative development.

Learning is child-led at this stage. Children learn predominantly through play which is carefully planned and structured to develop each individual child's learning around the six areas in the foundation stage curriculum.





## **Key Stage One and Two - Core Subjects**

### **Literacy and Numeracy**

Literacy and numeracy are a high priority in the school as these are the keys to unlocking your child's potential as a learner, both at primary stage and throughout the rest of their education.

We teach literacy and numeracy in a fun and enjoyable way, linked to all the other subject areas in the curriculum.



### **Science**

We aim to develop your child as a scientific thinker. They learn about the three different areas of science – life processes (biology), materials and their properties (chemistry), practical processes (physics). Science is a practical subject where children learn from experimenting and a hands on approach.

### **I.C.T**

Information Communication Technology is fully embedded into the curriculum. We teach children how to use computers and I.C.T as a tool to develop their learning and understanding in the other subject areas.

### **Other Curriculum Subjects**

Other curriculum areas, such as Art, Design and Technology, Geography, Music and History, are taught through topics. Your child will have a topic to learn every half term which covers all subject areas together and gives it purpose and meaning. The class topics change every half-term, but your child's class teacher will keep you informed about what your child is learning on a weekly basis.



## **Religious Education**

The school delivers the agreed Cornwall Syllabus. R.E is taught to inform children about the belief systems of the major faith groups including Christianity, Judaism, Hinduism, Buddhism and Sikhism. No assumption is made about any child's belief system. If for any reason you wish to remove your child from R.E, please contact the Head teacher.

## **Relationship and Sex Education**

Children begin learning about their bodies from the moment they enter the school (e.g. the parts of the body and how their body works). As the children get older (Year 5 and 6) the curriculum starts preparing them for puberty and the different types of relationships that people have. This work with older children is always sensitive, thoughtful and age-appropriate. Where areas relating specifically to puberty, relationship and sex education are covered, parents will be notified in advance by letter to allow you to prepare for any questions the children might have. The Relationship and sex Education Curriculum will always be presented in the context of family life, loving relationships and respect for others.

## **Outdoor Education/ Forest school**

'Forest school' is a favoured part of our curriculum, for staff and children alike. The concept originated in Scandinavia and uses the three main learning styles; Kinaesthetic (movement and touch), Visual and Auditory, to educate the children. This gives each child the equal opportunity to learn and develop in their own style. Just some of the activities included are; Environmental Management, Art, Flora and Fauna Identification, Animal habitats, Den building, Wood whittling, Gardening and Cooking. The children then transfer the knowledge gained from the Forest School lesson to the classroom. Outdoor education can enhance learning across the curriculum subjects of Maths, English, Science, Art, Geography, Design and Technology and PSHE. For more information on this exciting part of our curriculum please see the school website or contact [theark@berrycoombe.cornwall.sch.uk](mailto:theark@berrycoombe.cornwall.sch.uk)



## **Extra - Curricular**

### **Activities- After School**

#### **Clubs**

We offer a range of clubs that run at lunchtime and after school. Some examples of those which have run recently are; Multi-sports, J.A.M (Jesus and Me), Film Club, Drama, ICT and Art. These are run by staff, parents and outside agencies. Please see the school web site or newsletter for further details of current clubs and charges.



#### **Homework**

Children are asked to complete school work at home. This is to reinforce significant learning and link what your child learns in school with the outside world.

**Years 1/2:** Children are expected to read at home with an adult every night for 5 minutes. They may also have some spelling and number facts to learn (15 minutes over the week).

**Years 3/4:** Children are expected to read every evening. Parents and carers can support this by asking questions about their book and occasionally hearing their child read (10 minutes each night). Children will also have other work such as spellings and times tables (5 – 10 minutes per night).

**Years 5/6:** At this age children are getting ready for secondary school and are developing good, independent work habits. They will have regular reading and will also have projects to complete at home (25 minutes each night altogether).

All children are individuals. If you feel that your child is struggling (or finding the work too easy) please let the class teacher know

#### **Moving on to Secondary School**

Most pupils from Berrycoombe School go on to Bodmin College for their secondary education. We have strong links with the College and other local secondary schools and work hard to ensure that the transition, for every child, is as smooth as possible.



## **Happy Days Nursery**

Happy Days Day Nursery is based in the grounds of Berrycoombe CP School. They offer free 2, 3 and 4 year old Grant Funded sessions in the Early Years Unit, situated within the school building, and full day care for children aged 0 – 4 years within the nursery.

For further information please contact the nursery on **01208 269101**. They will be more than happy to provide you with further details.



## **After-School Child Care**

Happy Days provides a Pirates Club for children, aged from 4 years up to 8 years. The Pirates Club is available after school (3.15pm until 6pm) and during the holidays (8am – 1pm, 1pm – 6pm or 8am – 6pm.)

The Pirates Club is a fun, exciting learning experience, providing a variety of activities for all children who attend. Using the Happy Days vehicles, the Pirates go out during the holidays, to visit different local attractions (Crealy, Dairyland, Cinema, Respryn and many more). They particularly benefit from our proximity to the Camel Trail, and take full advantage of this for bike rides and nature walks. Lots of other outdoor experiences are available using the large school field where they undertake den building and BBQ's.

If parents are interested in a place for their child in the Pirates Club then please ring Becky or Emma on 01208 269101 or alternatively you can email them at [bodmin@happydaysnurseries.com](mailto:bodmin@happydaysnurseries.com)



## **Absence and Attendance**

Getting your child to school on time, every day is one of the best ways to help them thrive in the school community.

Our Attendance Officer is Mrs King. Parents need to notify her, by phone or in person at the school office, if their child is going to be absent from school.

Children arriving late to school (after 9:00am) are signed in at the main reception.

Holidays are only authorised during term time in very exceptional circumstances. A form identifying legal responsibilities of the school in relation to authorising holidays in term time can be obtained from the school office.

## **Behaviour and Bullying**

Good behaviour is essential for a caring community and at Berrycoombe we have one simple rule for all; to treat others with respect. We have a positive approach to discipline, rewarding good behaviour and discouraging the bad. We realise that school and home must work together to develop positive attitudes in our children, and we are very grateful for your help with this.

The school takes all incidents of bullying very seriously. Please inform a member of staff immediately if you suspect that your child is being bullied.

## **Educational Visits**

We believe that education should be as broad and exciting as possible, therefore each class aims to make an out of school educational visits every half term. We also offer residential trips for children in Years 5 and 6 during the summer term. We may ask for a parental contribution to enable trips to take place.



## **Assessment**

At Berrycoombe we continually assess and monitor your child's progress in order to best match the curriculum and activities to the individual needs of each pupil. Class records are transferred from one teacher to the next at the end of each school year to ensure continuity and measure progress. This helps in the early identification of children with special educational needs and helps us to stretch and develop all children in our care.

## **Parent/Teacher Consultations**

We have Parent/Teacher consultation days in the Autumn and Spring terms and will give a simple and clearly written report of your child's progress at the end of the Summer term. In addition we strive to be informal and accessible to parents and are very happy to discuss any issues or concerns. Class teachers are available at the beginning and end of the school day in their classrooms.

## **Special Educational Needs**

Berrycoombe Primary School prides itself on provision for pupils with additional needs. Our most recent Ofsted report concluded that the quality of learning for pupils with SEN and/or disabilities and their progress was "good" because of "the carefully targeted support they receive". We work with a wide range of partners and experts from outside teams to help us ensure that children of all abilities make progress and feel safe and happy at school. As a result of our good provision and facilities, our inclusive approach and our good results for pupils with SEN, many parents select our school even from outside our catchment. We welcome all pupils and will partner with you, as parents and carers, to ensure a good outcome for all.

Our coordinator for pupils with additional and/or special needs is available to chat through concerns after you have raised the issues with the class teacher.





## **Parental Support Advisor**

Our Parental Support Advisor (PSA) is Claire Johnson. She works alongside the school to provide parents with help and support around a whole range of issues including:–

- advice
- support
- behaviour management at home advice
- workshops and parenting courses
- access to services that you and your family may need.

This service is confidential and details will not be shared with the school unless you ask them to be. The PSA can be contacted directly, please ask at the School Office for details.

## **Safeguarding**

Everyone at school has a responsibility to ensure the safety and wellbeing of all the children. If there are concerns regarding the safety of your child we will discuss these with you openly and honestly. The school has a legal responsibility to share any significant concerns with other agencies.



## **Medication**

If your child requires prescribed medication during the school day, please fill in the relevant form that is available from the school office. This form, along with the medication, should be handed to the office who will ensure that your child receives the right medicine at the right time.



# Healthy Schools



We all want our children to grow up healthy and fit, in mind and body, so we work hard to ensure that all children eat healthily at school. The children have lots of opportunity to exercise and learn through the curriculum about their emotions and feelings and how to understand them.

## **Breakfast Club**

Breakfast club runs from 8:00am to 9:00am, everyday, in the school hall. There is a small charge of £2 per day, which includes childcare, activities and a healthy breakfast. There is no need to book this in advance.

## **Car Parking**

In order to keep our children safe, parents are asked not to bring their cars onto the school premises at the start and end of the school day. Parking is available a short walk away in the Camel Trail car park.

## **School Lunches**

For those children who don't choose to bring a packed lunch, Berrycoombe School endeavours to provide healthy and delicious school meals. A copy of the menu is available from the school office.

Lunch money should be brought to school at the beginning of the week in a sealed envelope with your child's name and class clearly marked on it. This will be collected at registration.



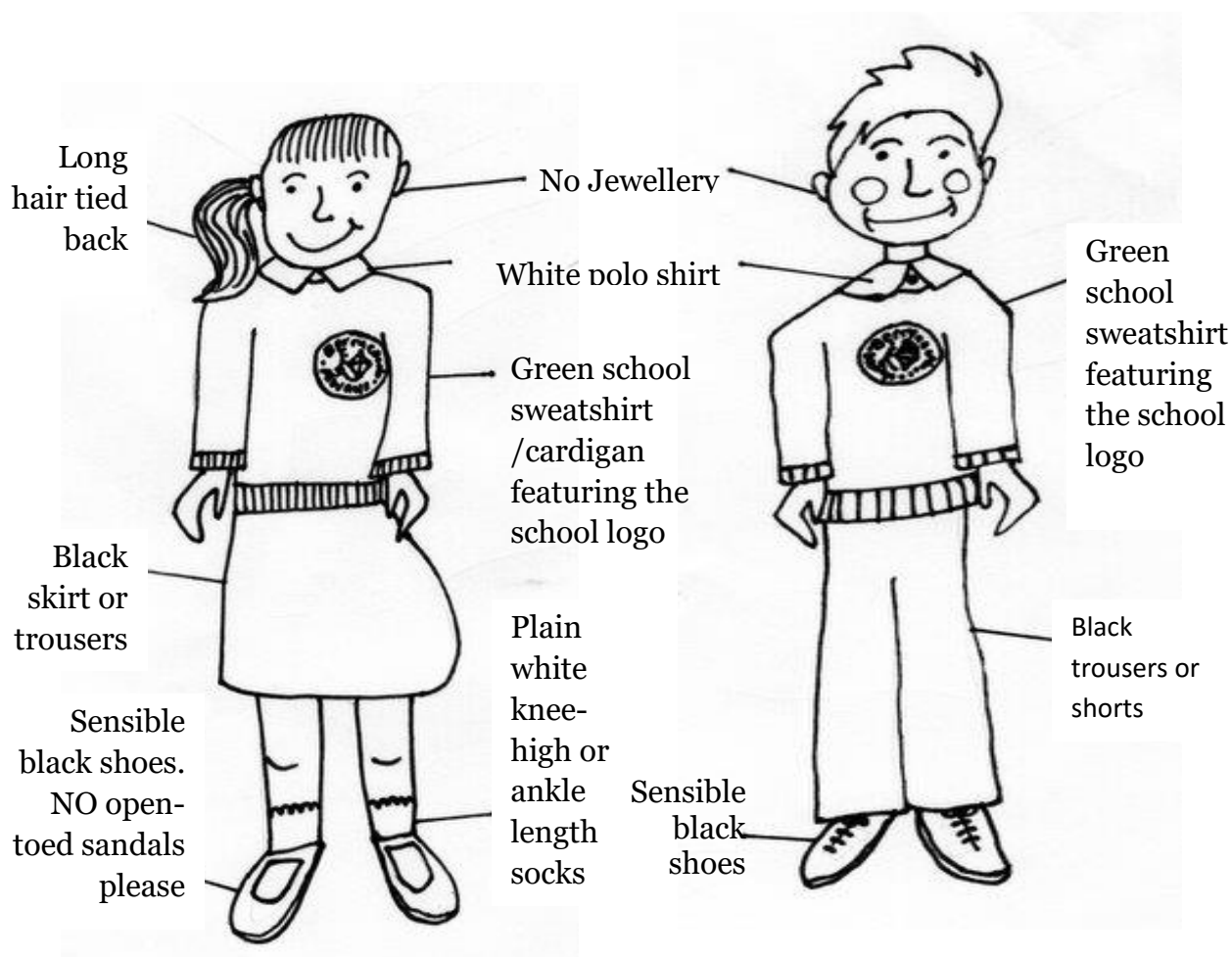
## **Free School Meals**

Under Government Legislation free school meals are available for all Key Stage 1 children (Reception, Yr 1 and Yr 2). Also for families who receive certain benefits. Application forms can be obtained from the school office.



## Uniform

We believe that uniform creates a sense of belonging and community.



During the summer a green-check summer-dress can also be worn with the school cardigan.

*Drawings by Arwen Haselden*

Waterproof Book bags at £3.50 and P.E. Bags at £3.00 each are also available.

**All uniform** can be purchased from the School Office between 8.45am – 9.00am and 3.15pm – 3.30pm each day.

All uniform should be clearly marked with your child's name.

## **P.E./Swimming Kit**

Promoting physical exercise and activity is an important part of being a healthy school. Older children participate regularly and younger children have daily, shorter P.E. sessions.

### **Indoor**

Black shorts  
White T-shirt  
Sports trainers

### **Outdoor**

Dark Tracksuit bottoms  
White T-shirt  
Sports trainers  
Jumper

### **Swimming**

Swimming costume/trunks  
Towel  
Plastic bag for wet clothes

Swimming is charged below cost (the school subsidises the total cost). You will be informed when your child will be swimming and we ask, where possible, that you pay for the ten weeks in advance.

## **Valuables**

Children are asked **NOT** to bring valuables into school and this includes mobile phones. If you feel that your child needs a phone, please ensure that it is clearly marked with your child's name and that they hand it in at the office at the beginning of the school day and then collect it at 3.15pm.



## **Lost Property**

Please make sure that all clothes are clearly marked with your child's name as this dramatically reduces the number of lost items! Lost property is kept for a maximum of one half term and then donated to charity.



## **School Website**

<http://berrycoombe.createprimary.co.uk>

At Berrycoombe School we have an excellent website, full of information to help you and your child. The contents of the site include; a calendar of upcoming events and dates, weekly updates on what's happening in each individual class and how you can support your child with their learning. There is also a page the children can use which links them to other safe educational sites.

## **School Documents and Official Information**

Various school documents and Governors public Minutes are available for parents to see. All our Policies, along with the Ofsted Report are available to read in full on the school website. If you do not have access to the internet please ask for a paper copy from the school office.

## **Complaints**

We endeavour to deal with any issues or concerns promptly and informally. In the first instance, please speak to your child's class teacher or the Head Teacher. If this should fail to resolve the situation, there is a formal complaints procedure that is available to all parents. A copy of this is available from the school office and an abbreviated summary of the Local Authority Complaints Procedure is on display in the school reception.