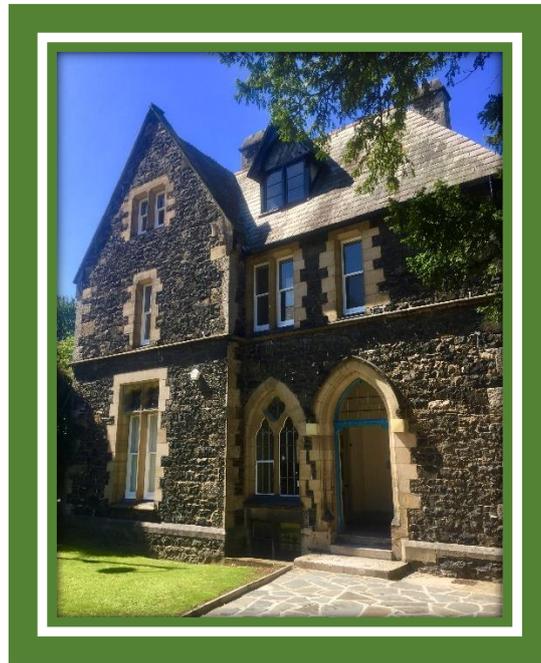




Bangor Independent School



Parents' Handbook

September 2018

Bangor Independent School
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INTRODUCTION

Bangor Independent School was opened on September the 5th 2017. The school provides education for pupils aged 3 to 11 years old.

ADMISSIONS PROCEDURE

Following an initial meeting and tour of the school with a member of staff, you will be given a registration form to complete and send back to school as soon as possible. A non-refundable registration fee of £50 should accompany the pupil registration form. This registration fee will hold your child's place open at the school in their designated class. Parents will also be given a pack of consent forms to be signed and returned to school immediately, along with a pupil information pack for parents to keep, and the school's Terms and Conditions.

A start date will then be agreed between the parents and the school. School fees for the month, term or year must be paid before the child starts at the school. An invoice will be sent to parents with this information.

Nursery	3 - 4 years
Reception	4 - 5 years
Year 1	5 - 6 years
Year 2	6-7 years
Year 3	7 – 8 years
Year 4	8 – 9 years
Year 5	9 – 10 years
Year 6	10 – 11 years

UNIFORM

To purchase School Uniform please go here:

www.sional.co.uk/products/club-shops/bangor-independent-school

Call us on **01248 689249**

email sales@sional.co.uk

Please see below the uniform for Bangor Independent School:

Boys

- Navy blazer with school badge
- Navy v-neck jumper with school badge
- Navy trousers
- White shirt
- School tie
- Navy socks
- Black shoes

Girls

- Navy blazer with school badge
- Navy cardigan with school badge
- Navy pinafore or navy skirt
- White shirt
- School tie
- Navy socks
- Black shoes
- Summer dress

P.E.

Boys/Girls

- White polo shirt with school badge
- Navy shorts
- Dark coloured track suits
- Navy socks
- Trainers
- Plain dark coloured swimming kit for juniors (year 3 upwards)

All items of the uniform should be clearly labelled with the child's full name.

THE SCHOOL DAY

Infants	Juniors
8.30am Arrive at school and go to classroom	8.30am Arrive at school and go to classroom
8.45am Whole school assembly in the library	8.45am Whole school assembly in the library
9.00am lesson 1	9.00am lesson 1
10.00am – 10.15am Infant snack time	10.30am – 10.50am Junior play time
10.15am – 10.30am Infant play time	10.50am – 12.10pm Juniors Lesson 2
10.30am – 12.00pm Infants Lesson 2	12.10am – 12.30pm Juniors lunch
12.00pm – 12.30pm Infants out to play	12.30am – 1.00pm Juniors out to play
12.30pm – 1.00pm Infants lunch	1.00pm – 1.55pm Juniors Lesson 3
1.00pm – 3.00pm Infant Lessons	1.55pm – 2.10pm Juniors play time
School day finishes 3.00pm	2.10pm – 3.00pm Juniors Lesson 4 School day finishes 3.00pm

ASSEMBLIES

Assemblies are held every morning at 8.45am in the Reception classroom. The assemblies are whole school assemblies. Every Friday the Star of the week is awarded to various pupils from Nursery through to Year 6.

BREAK

Children eat their snacks in their classrooms before going out to play. The school encourages healthy snacks such as fruit or vegetable sticks and water to drink. All drinks bottles should be clearly labelled with your child's name.

PARKING

There is a pay and display car park at the rear of the school. There is a pull in lay by at the rear of the school on the left hand side for around 5 cars. There is a car park at Storiel which is on the right hand corner as you approach the school. There is also a large pull in area for cars outside Pontio on the main road not far at all from the school.

It is important that parents respect the taxi spaces along the road outside the school. These are for taxis only.

Please note - the school is not held responsible for any fines incurred whilst parking for school drop off and pick up.

PASTORAL CARE

The class teacher takes a pastoral role within the class on a daily basis. This means taking responsibility for welfare and discipline, encouraging good behaviour and performance and dealing with areas of difficulty, academically and socially.

STAFF SUPERVISION AND DUTIES

There is a rota of staff supervision before school, during break, lunchtimes and after school.

COMMUNICATION

Good communication is a two way process and vital to the happiness and success of the school. The School Manager is always happy to help with any queries, no matter how trivial they may seem and will make appointments with staff members or the Headteacher, if required.

The School Manager regularly sends emails keeping you fully informed about any forthcoming events. The school also regularly posts on it's Social Media accounts on Facebook (www.facebook.com/bangorindependentschool and Twitter (twitter page: @BISNorthWales).

** **Important*** Pick up and drop off times are not appropriate for anything other than very short conversations. If the matter is urgent and cannot wait until parents evening you can make an appointment to see staff for a longer discussion.*

At the 8.30am drop off at school, parents accompany their child(ren) to their classroom where their class teacher will be waiting. At the 3pm pick up from school parents will go to their child's(ren) classroom to collect them. If you have a child in the upstairs Junior department and a child in the Infant department, please collect the Junior child first. There will be a member of staff on the main door at all times during morning drop off and afternoon pick up.

Please note: Staff must be available to attend a formal meeting at 3.15pm *every day* at the school. This is to discuss any issues that may have arisen during the day, and an opportunity for all staff from both the Infant and Junior departments to communicate.

ABSENCE

Permission for absence from school for reasons other than illness may sometimes be granted in exceptional circumstances. Written requests for a child to be granted absence during term time should be sent to the class teacher via an Absence Notification Form. These forms can be requested through the class teacher. It is a legal requirement that the Headteacher's consent for any absence, except those for routine medical appointments, be obtained.

When a child is absent from school due to illness, parents are requested to telephone the school office before 9.30am. This information will be passed on to the class teacher and the register will be marked accordingly. Government guidelines now advise that your child should not return to school for at least 48hrs if they have had a temperature, diarrhoea & vomiting, or are clearly unwell.

MEDICATION

Should a child need to take prescribed medicines during the school day the medicine must be given to the School Office with full written instructions for administration (medical forms must be filled out and the forms are available from the School Office). The school must be informed and a school protocol initiated if a child has a life threatening allergy. Non-prescription medicine is not allowed to be administered in school. Any serious medical conditions such as allergies, asthma and epilepsy should be discussed in more detail and a plan agreed.

DISABILITY ACCESS

The school office should be informed if any visitor to the school has specific requirements for disabled access.

SECURITY

The only entry to the school is through the main door. Pick up procedures at any time during the school day is also through the main door. The school gates are locked at 9.00am. If parents need to gain access into the school through the locked school gates you must call the school office on 01248 354 635.

CCTV

Cameras are situated around the school and school grounds as added security.

COLLECTION

If children are to be collected by anyone other than their parents or known carer, please inform your child's class teacher.

PARENTAL INFORMATION

Parents are requested to update their personal information each year to ensure that all addresses and telephone numbers are current. Bangor Independent School uses an e-mail service to keep parents up to date with school information, and in case of school emergencies for example closure due to bad weather or to pass on general information.

PROBLEMS

Problems may arise at any time and can usually be resolved by rapid and clear communication between school and parents. Please contact us if you are concerned in any way about your child's welfare or progress. We are very proud of the level of care we provide at our school and we make every effort to see that no problem is left unsolved for longer than necessary. However there is a copy of our Complaints Procedure on our website: bangorindependentschool.org/policies/.

THE NATIONAL CURRICULUM IN WALES

The National Curriculum in Wales consists of the Foundation Phase for Nursery up to Year 2 pupils covering these statutory areas of learning:

- Personal and social development, well-being and cultural diversity
- Language, literacy and communication skills
- Mathematical development
- Welsh language development
- Knowledge and understanding of the world
- Physical development
- Creative development

Pupils in years 3 to 6 are at Key Stage 2 National Curriculum in Wales which consists of:

- English
- Maths
- Science
- Geography
- History
- ICT
- Art and Design
- Music
- Physical Education

ASSESSMENT

Children in Nursery, Reception, Year 1 and Year 2 follow the Foundation Phase assessment programmes. Years 3 to 6 follow Key Stage 2 assessment programmes. All pupils are continually assessed throughout the year. These forms of assessment help us to plan and prepare our curriculum to suit the needs of our children. Assessment helps a child to build on strength and eliminate weakness.

HOMEWORK POLICY

Homework is defined at Bangor Independent School as any work which a pupil is expected to do at home. This may be a written piece of work, learning times tables, spellings, research or reading. It is expected that children would complete homework on their own but with adult supervision where appropriate.

Requirements for each Year Group:

Nursery + Reception

Pupils are given a reading record which they take home on a daily basis. They also take home letter flash cards in order to learn individual sounds on a daily basis. When pupils are ready, they will take home a reading book.

Years 1 + 2

Pupils are given a reading book or letter flash cards to be practised at home each day. Other homework tasks are set in the Pupil's Homework Book.

Years 3 + 4

Pupils are given a reading record which they take home on a daily basis. Homework tasks are set in the pupil's homework book and are meant to be completed by the next day unless stated otherwise.

Years 5 + 6

Homework is given to verify that tasks completed in the classroom have been understood, and children show they can work independently on these tasks at home.

REPORTING SYSTEM

A written report will be sent home at the end of the Autumn and Summer terms.

Parent's Evenings

Parent's evenings will take place during the first half term of the new academic year, with another parent's evening before the Easter break. Parents will be invited by letter to come to the school and meet with the class teacher in their classroom to discuss their child's progress.

HOLIDAYS DURING TERM TIME

Under government guidelines holidays during term time are not encouraged. Permission, in writing, must be sought from the Headteacher before any time off is taken. You must get permission from the Headteacher if you want to take your child out of school during term time.

OUTINGS

School trips are an extension of school activities. Safety and good discipline are vital. In addition to school trips, visitors of interest may from time to time come into school. Parents will receive written information regarding school trips prior to the trip and are asked to sign the consent form attached to each letter.

General Data Protection Regulation (GDPR) All personal data is kept secure in accordance with the General Data Protection Regulation 2018, for the purposes of safeguarding and promoting the welfare of children and to ensure that all relevant legal obligations of the school are complied with. Parents who do not wish their child's photograph/image to appear in any promotional material must inform the school. Filming/Photograph taking is permitted at school plays etc but must be for personal use only and should not be placed on any website or social media.

PSE

Personal and Social Education teaching begins in Nursery within the Foundation Phase curriculum and continues throughout the school in the Key Stage 2 curriculum. The school follows the SEAL (Social and Emotional Aspects of Learning) framework.

SAFEGUARDING / CHILD PROTECTION

Bangor Independent School has a duty to safeguard and promote the welfare of all its pupils. Policies for Safeguarding / Child Protection and Anti Bullying are in place and available to read on the school website. If deemed necessary, the school may share information with other agencies if there are any concerns about a child's welfare.

The Safeguarding and Child protection, Anti-bullying, Pupil behaviour, Complaints and Equality and Diversity policies are on our website. All School policies and the School Curriculum are available to view in the school office, upon request.



School Fees 2018 / 2019

Age Group	Monthly	Termly	Yearly
Nursery	£367.50	£1470	£4410
Reception	£372.75	£1491	£4473
1-2	£420	£1680	£5040
3-5	£472.50	£1890	£5670
6	£504	£2016	£6048

****Please note:**

On registering your child a non-refundable registration fee of £50 is requested.

When joining the school as a new pupil, fees are due before the child's first day (to be arranged through the school manager).

If paying by monthly instalments, fees are due on the 1st of every month.

The school may at its discretion exclude a pupil for non-payment of fees after the due date and may impose an administration charge if fees are not paid by the due date without agreement.

If you wish to withdraw your child from the school (other than at the normal leaving date), you shall either give a term's written notice to that effect or shall pay to the school a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice has been given.