



BPS

BALLIOL PRIMARY SCHOOL

School Prospectus

Balliol Road Bedford MK42 7ER

01234 300601

[office@balliolschool.co.uk](mailto:office@balliolschool.co.uk)

[www.balliolschool.co.uk](http://www.balliolschool.co.uk)



At Balliol Primary School we have some simple aims for our children and for our school.

We aim that all children:

- ◆ Are literate and numerate
- ◆ Are respectful
- ◆ Are confident, motivated and disciplined
- ◆ Are prepared for life in a changing world

As a school we aim to:

- ◆ Maintain High aspirations for every child, based on a clear understanding of their current learning and development needs
- ◆ Encourage a love of learning through vibrant teaching
- ◆ Provide a curriculum which develops key skills and learning for life
- ◆ Create an environment in which children are valued and helped to be the best they can be

Dear Parent/Carer

It is with great pleasure and pride that I welcome you to Balliol Primary School.

We are a thriving community Primary School maintained by Bedford Borough. The staff are hardworking, creative and dedicated; enthusiastic about making learning fun. We value each child as an individual, and believe that all pupils can reach their full potential regardless of their background or circumstance.

Read on to find out more about our school and our fantastic children. Whilst we hope that this prospectus provides you with useful information, it cannot fully convey the supportive and friendly atmosphere of the school. You are very welcome to come and visit us, telephone the office or pop in to make an appointment. I look forward to meeting you and showing you around our school.

Yours sincerely

Mrs L Youngman

## Vision

BALLIOL PRIMARY IS A NURTURING SCHOOL WHICH PROMOTES AN ENVIRONMENT THAT IS FOCUSSED ON ACHIEVEMENT, RESPONSIBILITY AND RESPECT FOR ALL.

## Mission

At Balliol we believe in an **aspirational** curriculum, which offers all children **memorable experiences**. We aim to **nurture curiosity** through an **inspiring, broad** and **engaging** curriculum where **learning is at the heart** of all we do. We celebrate **perseverance, resilience** and **risk taking**, in a safe environment, ensuring children welcome **challenge** and are not afraid to make mistakes. We promote an **ethos** of **respect** and **empathy**, where **diversity is valued and celebrated** and everyone is encouraged to **thrive**

## HOW ARE THE CHILDREN ORGANISED?

We have 9 teaching groups at Balliol. Each year group from reception has two classes. Each classroom is run by one of our qualified teachers and learning is supported by a talented team of teaching and learning assistants. We also take pride in our work supporting students from the local universities, colleges and schools

### EARLY YEARS FOUNDATION STAGE

Pre-School, Nursery and Reception  
2-5 year olds

### KEY STAGE ONE

Year 1 and Year 2  
5-7 year olds

### KEY STAGE TWO

Year 3 to Year 6  
7-11 year olds

To find out more about our staff and to see some photographs of classroom learning at Balliol Primary



### EARLY YEARS FOUNDATION STAGE

Children in the Nursery and Reception Class are taught from the Early Years Foundation Stage. This is a government document which organises learning into seven areas; there are three prime areas and four specific areas of learning:

Prime areas of learning:

Communication and Language, Personal, Social and Emotional development; Physical development.

Specific areas of learning:

Literacy, Mathematics; Understanding the World; Expressive Arts and Design.

The early years classrooms here at Balliol promote exploration and play, combined with focussed, adult led activities to help children to become active and independent learners. It is really important that children are ready for the demands of school life by the time they reach the end of the reception year.

Staff are guided by the principles outlined in the Early Years Foundation Stage, which include the understanding that different children develop at different rates.

We firmly believe that each child is unique. We seek to provide an enabling, stimulating learning environment and build positive relationships with children, and their parents and carers, to ensure that all children make rapid, sustained progress and reach their potential.







#### Science:

Children learn the skills of working scientifically. The curriculum aims to ensure that all pupils develop scientific knowledge and understanding through the specific disciplines of biology, chemistry and physics. Children will develop an understanding of the nature, processes and methods of science through different types of scientific enquiries that help them to answer scientific questions about the world around them.

#### Computing:

Children learn to use a wide variety of technology both as a tool for computing and to support and develop their everyday learning. The aim of the curriculum is that all pupils become responsible, competent, confident and creative users of information and communication technology.

#### Religious Education (RE):

Religious Education at Balliol follows the Bedfordshire Agreed Syllabus. Children are taught about major world religions. They learn about the special books, special times and special people of each religion. Pupils are enabled to reflect on and respond to their study of religions and beliefs.

## THE NATIONAL CURRICULUM

In Key Stages 1 and 2 the children are taught from the National Curriculum.

#### English and Literacy:

Children are taught spoken language, reading, writing and vocabulary development. English is both a subject in its own right and an integral aspect of teaching every subject. For pupils, understanding the language provides access to the whole curriculum. Fluency in the English language is an essential foundation for success in all subjects.

#### Phonics:

As a school we follow a government program of Letters and Sounds. The children are taught in a systematic, yet fun and 'hands on' way. In the daily phonics lesson the children will learn using all their senses e.g. by singing, dancing, acting, using magnetic letters, making shapes in the air, looking at pictures, playing games, using computers, making sounds, making choices and as many other ways as possible. This is vital because all children learn differently. They are then taught to apply the new phonemes in their reading and spelling.

#### Maths and Numeracy:

Children are taught number and place value including addition, subtraction, multiplication and division, fractions, measure, geometry including properties of shapes and position and direction, and statistics. The aim of the curriculum is to develop pupils' mathematical fluency and confidence in numeracy and mathematical skills.



### History and Geography:

These are taught through a themed, creative curriculum designed to enrich the children's knowledge and inspire them to discover more about their world - past and present. Visits, outings and first-hand observation are actively encouraged to develop skills and understanding.

### Art:

Children are taught drawing, painting, print making, textiles and clay work. The art curriculum is delivered through a themed creative curriculum and aims to ensure that all pupils produce creative work. Children are taught about the work of great artists, craft makers and designers.

### Music:

Music is taught as part of the themed creative curriculum. The aims of the curriculum are to ensure that all pupils are able to perform, listen to, review and evaluate music across a range of historical periods, genres and styles, including the works of great composers. Pupils learn to sing and use their voices to create and compose music on their own and with others.



### Design Technology (DT):

Children have access to a wide range of creative and practical activities taught through the themed creative curriculum. The aim of the curriculum is to develop the creative, practical and technical expertise needed to perform everyday tasks confidently and to participate in an increasingly technological world. Pupils are taught food hygiene, cooking and nutrition as part of this curriculum.

### Physical Education (PE):

All children take part in two sessions of Physical Education a week. In Key Stage 2 pupils access swimming lessons. The aim of the Physical Education curriculum is to ensure that all pupils develop competence to excel in a broad range of physical activities, are physically active for sustained periods of time, engage in competitive sports and activities and lead healthy, active lives.

### Personal, Social and Health Education (PHSE) and Citizenship:

Children are taught the skills they need to lead confident, healthy and independent lives and be informed, responsible and active citizens. We use the Jigsaw curriculum to ensure that we meet the National Curriculum expectations details of which can be found in the curriculum area on our website. At Balliol we have a School Council which helps children begin to take part in decision making.

### Languages:

Many of our children speak more than one language. We promote a "can do" attitude to learning new languages and we exploit many opportunities to use a foreign language. Pupils from year 3 upwards learn French with a specialist French Teacher focusing on day to day use of language both written and spoken.





## READING

Reading is fundamental to learning and we aim to help children become confident readers who are able to understand and apply their skill and enjoy reading for the rest of their lives. We teach reading through a multi-sensory approach developing story-telling, prediction, sight vocabulary and an understanding of letter patterns.

Children have access to a wide selection of reading materials through individual readers, class readers and access to the library and class resources.

Children are encouraged to change their books as often as they need and access a coloured book band system which is designed to motivate and inspire children as they read.

Guided reading is a differentiated session where children are taught reading skills. This helps them to develop their independence.



## THE LIBRARY

Our school library is currently under refurbishment. The aim when complete is that every child has a weekly visit and is encouraged to choose a variety of books that interest them.

Reading is something that is also enjoyed and encouraged at home with the family. This is something that will inspire them to be confident and happy readers for the future.

At Balliol we have a book vending machine. The class teachers nominate children monthly to enter a prize draw to win a golden token with which they can choose a book from the machine. This book is theirs to take home and to keep. The children can be nominated for a variety of reasons, all linked to reading and love this opportunity.



## THE SCHOOL DAY

### Nursery/Pre-school Hours:

Morning Session 8.35 am – 11.45am

Full day 8.35—3.30pm

### School Hours:

Monday to Thursday

8.35—3.30

Friday

8.35—1.25pm

On Friday afternoon, we offer a childcare provision for parents who are at work and have no alternative provision. This is booked termly.

The school gate open at 8.30 and the learning activities for the children start at 8.35. We encourage all pupils to arrive at this time.

You should be here on time to pick your child up immediately. Children become worried and upset if their parents are not here to pick them up. If you have an emergency and you think you may be late you should ring the school to let us know.

## ADMISSION ARRANGEMENTS

### Nursery:

Children can be admitted to Nursery in the term following their third birthday and to Pre-School in the term following their second birthday. If you would like your child to attend the Nursery or Pre-School, please contact the school office and complete the registration form. All Nursery and Pre-School applications are processed by the school and in line with the schools admission policy. If a place is available, the school office will contact you to make arrangements for your child to start.

Please Note: A place in the school Nursery does NOT guarantee a place in Reception Class.

### Starting School – Reception Class:

Children are admitted to Reception class in September of the year of their fifth birthday. If you would like your child to attend Reception class you must make an application to Bedford Borough Council. Applications must be made by all parents even if your child already attends Nursery. Bedford Borough Council process all application and allocate school places following the schools admission policy.

### In-year admissions:

If you need to apply for a school place outside the usual times (e.g. you are new to the area) you should contact Bedford Borough Council. They will ask you to complete an in-year application form. They will process your application and offer you a place if there is one available. Please be aware that the school may be oversubscribed and a place may not be available at the time of request. In this case you will be offered a

## Please note

ALL PARENTS/CARERS, WHETHER WITHIN THE CATCHMENT AREA OR NOT, MUST MAKE SURE THAT THEY FORMALLY APPLY FOR A SCHOOL PLACE BY APPLYING ONLINE OR BY APPLICATION FORMS SUPPLIED AT BEDFORD BOROUGH HALL.



## ATTENDANCE AND PUNCTUALITY

### Holidays and Extended Leave

Holiday and leave during term time will not be authorised unless due to very exceptional circumstances. Any holiday taken without authorisation may result in a Penalty Notice being issued by the local authority and may risk your child/children's school place.

Any application for a holiday or leave in term time should be made on the form provided by the school at least four weeks before the date required; such requests should be made before booking any holiday.

We may ask you to attend a meeting to discuss this request with the Head teacher or other senior member of staff and/or to produce supporting evidence for your request.

### End of the day

Please ensure that your child/children are collected promptly at 3.30pm unless your child is taking part in a timetabled after school club. If you have an emergency that prevents you from collecting your child on time please contact the school office. If you are very late and we are unable to make contact, the Police or Children's Services will be contacted



## ATTENDANCE AND PUNCTUALITY

You must bring your child to school every day during term time. The school term dates are available on our website.

Regular attendance at Balliol Primary School is essential to ensure your child receives the best education. Good personal organisation and time-keeping is part of our school ethos.

The link between attendance and achievement is well documented; at Balliol Primary School we want all our pupils to achieve the very best that they can, but if they miss school too much or arrive late regularly they will not reach their potential.

We ask that all parent/carers:

- ◆ Make sure that their children attend school regularly
- ◆ They arrive on time every day
- ◆ They arrive properly equipped and ready to learn
- ◆ Try to make all appointments (e.g. doctors/dentists) outside of the school day

If your child is away from school it is your responsibility to contact us. You can ring us, leave a message on our answerphone, send a written note or come in and tell us the reason for your child's absence. If you do not contact us by 9.05am we will ring you to ask why your child is away.







## ASSEMBLIES AT BALLIOL

There is an assembly every day. This is a quiet time that we all spend together. We focus on caring and sharing, helping one another and celebrating our work in school. You have the right to withdraw your child from RE lessons and assemblies. Please come to talk to the Headteacher if you are considering this.

## SPECIAL EDUCATIONAL NEEDS

At Balliol Primary School we are determined to meet the educational needs of all our pupils. All teachers plan and set work relevant to the needs of individual pupils. When children have specific difficulties we are able to call upon the advice of a number of specialists, including staff from the Learning Support Service, the Educational Psychologist and Speech and Language therapist and the Community Paediatric Service. These specialists work closely with our Special Educational Needs Co-ordinator and the class teachers, preparing individual education plans (PLPs) and advising on approaches and materials to be used.

At all times we aim to keep parents closely informed and encourage them to help their child wherever it is appropriate.

## PARENTS AT BALLIOL

We believe that working in close partnership with parents is the way to give children the best possible education. Parents play a vital role in school life and we are always pleased to welcome them into school. A copy of the Home/School Agreement that we ask you to sign can be found on our application form.

There is a Children's Centre located on the school site. If you have a child under the age of five, please visit the Children's Centre which can offer or direct you to a range of services which include:

- Guidance to parents on childcare and early years provision,
- Information and advice to parents,
- Drop in sessions,

### CAR PARKING

One of our main difficulties at Balliol is the lack of parking space. Parents should not use the school car park and be considerate to our neighbours when parking at the beginning and end of the school day.



## CHILD PROTECTION AND SAFEGUARDING

As a school, we have a statutory duty to assist Social Care departments acting on behalf of children in need or enquiring into allegations of child abuse. In addition, we have a pastoral responsibility towards our children and we believe that our children have a fundamental right to be protected from harm. Our safeguarding policy reflects both our statutory and pastoral responsibilities to behave as a caring parent would.



### Healthy Schools:

We believe that a happy, healthy environment in which our children enjoy learning is important. We strive to make it easy for children to approach any member of staff with their concerns. We teach that bullying is never acceptable behaviour. We promote healthy eating, provide fruit snacks for children in Pre-School, Nursery, Reception and Key Stage 1 classes along with promoting healthy snacks for Key stage 2 and we encourage everyone to drink water throughout the day.

### Medicines:

We can administer medication if required in accordance with the school policy, this would be medication prescribed by a doctor and with a prescription label. An indemnity form must be signed at the office unless you or a person nominated by you can come into school to administer medicine during the day. If your child has a chronic or long-lasting medical condition which requires frequent medication, please come and discuss this with the Head teacher so we can make arrangements to overcome any difficulties. It is essential that we are made aware of any chronic or lengthy medical conditions, e.g. asthma, epilepsy, diabetes, allergies, etc.

### Complaints Procedure:

Generally complaints tend not to arise with good and regular communication between home and school, and queries or difficulties which are dealt with effectively before becoming problems. With this in mind, we ask all parents to discuss any concerns they may have with either their child's class teacher or the Head teacher as soon as possible. If this is not resolved we ask that you follow our complaints policy available on our website.





## WHAT ELSE TO BRING TO SCHOOL?

**Book bag:** Each child should have a book bag to keep his or her home reading book and any other homework in. Your child should bring this book bag to school every day. You can buy book bags at the school office. Children should not bring bigger back packs to school.

**Glasses:** If your child wears glasses you should make sure he or she has their glasses with them every day.

Please make sure your child does not bring anything else to school. No child should bring a toy, sweets, fizzy drinks, hot drinks or money to school.

## SCHOOL COUNCIL

Each class has two elected members of the School Council from Years R-6 (inclusive), who have been selected to represent them. They meet regularly to discuss issues in school and report back to their peers. This ensures that the children become involved in the school community, to take responsibility for their learning, environment and to learn about citizenship.



## SCHOOL UNIFORM

At Balliol Primary School we believe that our uniform is smart and practical. We believe that our uniform will help to encourage positive views in the children towards learning and our school identity. We wish to encourage all children from Reception to Year 6 to wear our school uniform or school colours.

### PLEASE NAME ALL CLOTHING / ITEMS

We cannot return misplaced items to their owner if clothes and other items are not named.

#### Uniform

Grey or black skirt/trousers

Blue polo shirt

School Sweatshirt/cardigan– blue

Dark shoes (please avoid heels)

White, black or grey socks/tights

Year 5 and 6, the above will be Navy and also have the option of a blazer and tie. Detailed information is on the school website.

Summer dresses may be worn when weather appropriate.

#### P.E. Kit

Shorts/joggers blue or dark coloured

T-shirt—white

Sweater—blue or dark coloured

Trainers for outdoors

Barefoot or plimsolls for indoors

Year 5/6 may wear the above or Balliol PE kit details of which can be found on the school website.

**NOTE.** Children will come in to school in PE kit on the days that they have PE and the class teacher will let parents know what days these are, this information will also be available on the class pages on the school website.





Last updated May 2024