



PARENT HANDBOOK

Welcome to our School

An INCLUSIVE | MAT School

WELCOME

I would like to take this opportunity to warmly welcome you to Beechfield School. This handbook will provide you with lots of key information about our school. Have a look at our website for further details.

Beechfield is a great school in the heart of the community, and we are proud to support both children and their families. We strongly believe in developing the whole child as well as focusing on academic attainment - our academic results are on our website. We want all our children to be proud of our school and themselves and be the very best they can be.

We expect our children to adhere to our school rules: *be safe, be kind, work hard and love learning*. We teach the children to be resilient and persevere when things are more challenging. We want our children to leave us in Year 6 as confident, successful and responsible people who are well prepared for secondary school.



We are fully committed to working with you the parents and carers. We know that working together leads to better outcomes for our children. We welcome your support as visitors and volunteers and are very willing to listen to any ideas and suggestions you have. I am looking forward to getting to know you and your child/children.

Mrs Jackson

Headteacher

Our beliefs and promises

We believe:

Be kind, work hard and love learning, so we are confident individuals, successful learners and responsible citizens.

Our promises:

- Our three core beliefs be kind, work hard and love learning underpin everything we do. We believe in a positive culture of collaboration and support where we value, praise, reward and celebrate.
- Through high expectations and positive relationships we enable our pupils from many different backgrounds and cultures to work together to become confident, successful and responsible.
- We have a nurturing ethos that instils a sense of personal responsibility. We ensure everyone is kind and respectful towards themselves, others and their environment, developing responsible citizens for the future.
- We value effort and working hard. We teach resilience and perseverance when faced with challenges and celebrate excellence and success when we work hard and give our best.
- We inspire a love of learning through a rich and purposeful curriculum. We provide opportunities to learn about issues that affect our lives and communities, to enable all to become confident, independent thinkers and develop the skills needed to be successful in an ever-changing world.

OUR TRUST



I am delighted to welcome you to the Inclusive Multi Academy Trust. We are looking forward to working in partnership with you and welcoming your child to our family of schools. Together, we will work with you to nurture and develop your child's academic, creative, social and pastoral talents and skills, so that they develop as confident and inquisitive learners equipped for a full and happy life.

The Inclusive Multi Academy Trust was formed in November 2016 and is currently made up of three schools: Beechfield School, Cherry Tree Primary School and Laurance Haines School. Our trust name 'inclusive' originates from the driving belief that many different types of people form our community and every single one of them should be treated fairly and equally so that they and their families can access a great education.

As a family of schools, we work together with shared leadership, expertise, resources, and efficiencies and deliver an excellent education within a loving and nurturing environment. We see ourselves as a central community hub and strive to provide equal access to education, opportunities, resources, and support for all.

Whilst our schools work very closely together, each school in the Trust has its own personality, character, and individual strengths. The communities that each school serves are unique and the talented and inspirational Headteachers who are responsible for the day-to-day leadership, management and organisation of the schools ensure that this individuality is celebrated. There is no blueprint for a school in the Inclusive Multi Academy Trust, instead we are a family of schools that share a philosophy. A family of schools that share a wealth of expertise: leaders, teachers, and support staff. A family of schools that work together for the benefit of all children across the Trust. A family of schools that together are stronger than the sum of our individual parts. At our heart, we believe that happy children learn, happy staff thrive, and happy parents build a community.

James Roach

CEO



LEARNING

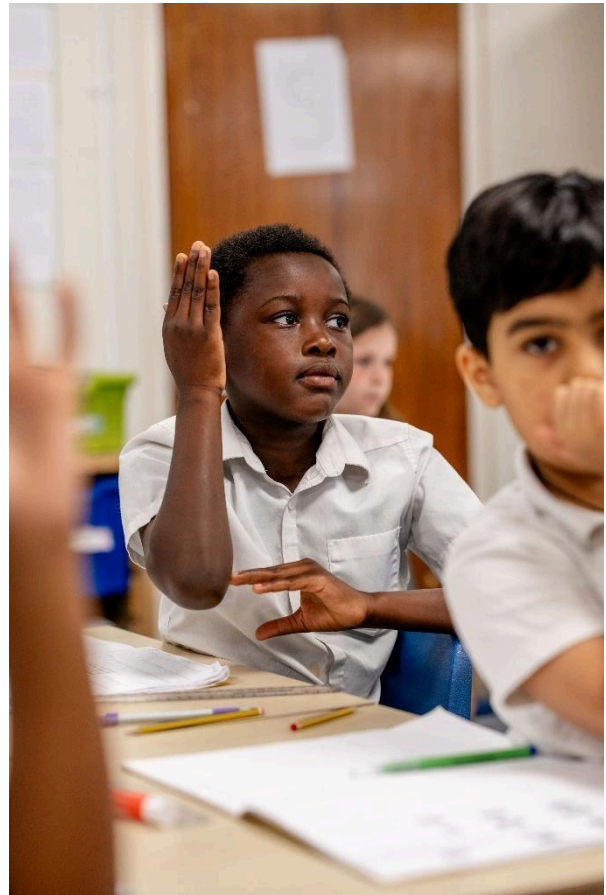
Our Curriculum

Beechfield's curriculum provides opportunities to identify children's talents and develops their sense of self belief by enabling them to experience success and personal fulfilment.

Our nurturing ethos runs through our curriculum, and we focus on the children's personal development as well as their academic achievement. We believe that physical and mental wellbeing is imperative for success. We teach our children to be resilient, tolerant, and compassionate.

We have a firm focus on developing and mastering the 'basics' through a highly structured approach to teaching reading, writing and maths. Children are taught using concrete examples that are transferred into their mathematical and literacy work.

Our curriculum provides a range of learning and enrichment experiences that give our pupils opportunities and experiences they may not otherwise have.



Our EYFS Curriculum

At Beechfield, ensuring a child's learning is fun, purposeful, and engaging is essential.

In our Early Years, there are plenty of opportunities for independent, group and whole class learning during the day which are based both in the classroom and outdoors.

Throughout the year we cover a range of exciting topics such as space, dinosaurs and fairytales.

Our curriculum ensures children become independent and inquisitive young learners and flourish as they take a journey through their education.

We treat every child as an individual and we look forward to welcoming you and your family to our school.

Read Write Inc

From Nursery, the children follow a structured phonics programme called "Read, Write, Inc". It teaches the sounds in a specific order. Children are assessed half termly and moved to different groups according to their need. This takes place daily from 9.00-9.30am. School runs parent workshops throughout the year so that you know how you can help your children learn to read at home.

Adults in the classroom

We have teachers in every classroom. In the Early Years and Key Stage 1 each class has their own teaching assistant. In Key Stage 2 teaching assistants are shared between the classes. We have Higher Level Teaching Assistants who cover the classes when the teachers have their planning and preparation time.

Contacting your teacher

We have an open-door policy at Beechfield. You are welcome to talk to the teacher at the end of the school day. If it requires more time than a quick chat, you can make an appointment through the school office. You are also able to email your child's teacher, the email addresses are on the school website. You are also able to talk to them after school on the phone.



Reading Record

Your child will have a reading record. Please record in this book the daily reading you do with your child, even if you have read a book to them. You are also welcome to use this book to write a message to the teacher, but you need to let the teacher know there is a message in there for them.

Home Learning

Our home learning consists of weekly learning tasks that take the form of preview work. The idea behind this is that by becoming familiar with, and talking about and practising things at home, a child will have a far higher rate of success when they come to visit a subject or task in class. Research shows that previewing work can double the rate of pupil progress. On the website there's suggestions and guidance on the things that parents can do together with their child at home. We also expect the children to read regularly (daily) at home supported by an adult. This could be an adult reading to the child, the child reading to the adult or a mixture of both. Even 5-10 minutes a day has huge impact on fluency, expression and understanding. In addition to this we also want the children to practise their times tables and their spellings. On occasions children may be asked to carry out and extend tasks to aid topic work in school.



DAILY ROUTINES



Term Dates

Our term dates are regularly updated on the school website: <https://www.beechfield.herts.sch.uk/termdates>

School Hours

It is very important that your child arrives and is collected on time.

All classroom doors open from 8.30a.m.

School starts at 8.40 a.m. and finishes at 3.10 p.m.

Nursery Times

Morning session:

8.35 a.m. - 11.35 a.m.

Afternoon session:

12.15 p.m. - 3.15 p.m.

Nursery children eligible for 30-hour provision will attend from 8.35 a.m. until 3.15 p.m.

Children are the responsibility of their parents and carers outside of school hours. Children should not be on the school site before 8.30am unless they are attending a before school club.

Attendance

Your child should have attendance of 97% or above. Good attendance is vital for your child to make good progress in their learning and for them to form and maintain positive relationships. While we understand there may be times when your child may be ill, we expect your child to attend school regularly. Please avoid arranging appointments in school time. School attendance is regularly monitored, and you will be contacted if concerns arise. We want every child in school every day.

Punctuality

Arriving late can be very upsetting for your child and they miss out on vital learning. Please ensure that you arrive at school on time. If your child arrives after the start times above, he/she is late for school and will have missed class registration. Your child should enter the school building via the main entrance and report to the school office staff where they will be registered on our electronic system.

If your child is ill

If your child is absent from school, please either call the school office on 01923 221269 choosing option 1, or log the absence via the Arbor parent portal before 9.00am. Children who have vomited or had diarrhoea should not return to school until 24 hours after the last episode.

Holidays in Term Time

We hope that parents will consider holiday arrangements carefully to avoid term time. Any absence from school impacts on learning and progress. Please ask at the office for a Leave of Absence form to be sent to you.

Extra Curricular Clubs

We offer a variety of before and after school clubs at Beechfield School. Please have a look at our website for a list of the current clubs:

www.beechfield.herts.sch.uk/clubs



School Lunch

Our catering team prepare seasonal delicious and nutritional meals which are freshly cooked on site each day. There is always a hot meat meal and a hot vegetarian meal available. We also have daily jacket potatoes and a healthy salad bar. A menu is available on our website.

Lunches are ordered through the Swift Kitchen app. Your child will be issued a Swift Kitchen key code when they start with us.

All children in our Reception, Year 1 and Year 2 classes are entitled to receive a free school lunch, through the Government's infant free school meals scheme. School meals for children in Key Stage 2 currently cost £2.95 per day. This is subject to change.

Children can bring a packed lunch from home if you prefer. If you choose this option, please remember to follow our healthy packed lunch guidelines which can be found on our website.

Personal Belongings

Please ensure that all school items, e.g. uniform, PE kit, packed lunch boxes, water bottles are named. Children should refrain from bringing in toys from home in case they get lost.

Mobile Phones

The school recognises that as technology has changed more pupils have access to mobile phones. We will take steps to guide children to help them understand that this technology should be used responsibly. We are happy for mobile phones to be brought to school if your child walks home alone, however, we ask that children hand them to their class teacher at the beginning of the school day for safe keeping. Beechfield School cannot be held responsible for any loss or damage to personal property including mobile phones. They are not to be used during the school day.



Parking

To ensure the safety of our children at the beginning and end of the school day parents must not drive into the school car park. If there are extenuating circumstances such as a disability or illness, permission to use the car park must be requested from the Headteacher.

There are parking restrictions outside the school, and we understand that parking in the local vicinity is very difficult. However, if you are bringing your children to school by car, please do not drop them off near the crossing or in the school's vehicle entrance or park on the double yellow lines outside the school. Parking on the double yellow lines is illegal and obscures the crossing patrol's view of traffic which poses a significant risk to our children's safety. Please also be considerate to our neighbours when parking.

Medicines

Over the counter medications will only be administered at school if it would be detrimental to the child not to do so. Prescription medication will only be administered at school when a fourth dose of medicine is required and the spacing of the doses does not otherwise fit outside the timing of the school day. Medicines should be in their original packaging and a permission form must be completed by a parent. Forms can be obtained from the office.

School Uniform



All children must wear the correct school uniform on each school day. The school uniform supplier is Beat School Uniform. Orders can be placed online at:

www.beatschooluniforms.co.uk

or by telephone on 020 3362 2930

School uniform other than that of the school jumper with the logo and P.E. tops, can be bought in local supermarkets/shops. The children should wear:

- Navy sweatshirt/cardigan with or without school logo
- White shirt/polo shirt
- Black or grey tailored trousers or skirt
- Black, grey, or white socks/tights
- Comfortable plain black shoes with dark soles. Black boots may be worn in winter months.
- Other optional items are available: such as blue summer dresses, fleeces, bags and coats.

All children must have the following PE kit:

- Coloured t-shirt in a house colour (see House system)
- Black shorts/black or navy jogging bottoms (no logos)
- Trainers are to be worn outdoors

These items will need to be kept in a suitable PE bag, available from Beat School Uniform. Long hair should be tied back and no jewellery, including earrings, should be worn. If earrings can't be removed, they should be covered with tape.



SAFEGUARDING

Keeping Our Children Safe

At Beechfield, we do everything we can to ensure that the safety and wellbeing of all our children is our highest priority. To do this, a wide range of measures are put in place:

- All staff appointed to work in our school have a criminal records search called a DBS check.
- The school has the appropriate number of First Aid Trained staff in accordance with KCSiE and there are several first aid kits situated in school.
- Children are supervised at all times. We ask that you also take responsibility for our site security and encourage you to report any concerns to the school office.
- We have strict procedures for the collection of children. No child will be allowed to leave school with an adult not named on their Arbor profile. All details can be updated via the school office or on the Arbor Parent Portal App.
- If a child's attendance or punctuality causes concern, the school may work closely with the Local Authority's Attendance Officer.
- We have designated Child Protection/Safeguarding staff as well as a detailed Child Protection Policy, which is reviewed annually and is available to view on our website. All staff and Governors have appropriate Child Protection training, which is updated at least every three years.
- Children are encouraged to use the internet, but always in a safe way. Pupils are never left unattended whilst online.
- We have high expectations for good behaviour. Our Behaviour Policy shows our strong emphasis on positive approaches, but also our clear boundaries in responding to behaviour choices that may impact on the learning, wellbeing, or safety of others.
- We do not tolerate any form of bullying or prejudicial or discriminatory behaviour.
- We have a clear Whistleblowing policy and if members of staff have any concerns about people working within the school, paid or unpaid, they have a professional duty to inform the Headteacher or Governing body accordingly.
- Our Health and Safety policy is reviewed annually by our staff and Governors and is available to view on our website.

Pastoral Teams

Our Pastoral Team support is available for all our children, families and wider school community. This team can access support from external agencies, arrange meetings and work alongside families to support them and their children. The team works with children in school to help them access all aspects of school life; learning, social, play and achieving greater emotional resilience. If you feel you or your child need support, please don't hesitate to contact us; we are here to help and support you.



House System

All children and staff are attached to one of four houses. We have four houses, the names of which are based on people from Watford.



The house system aims to provide a sense of competition and fun through a range of school-based activities.

Behaviour

At Beechfield we want a strong partnership between the parents, school, and the children to promote good behaviour and a positive culture for learning.

We want:

- to enhance self- esteem
- to promote a positive learning culture through good behaviour and enhance the educational outcomes for all of our children
- the children to leave our school understanding the impact their behaviour has on themselves and others
- our children to respect themselves, others and their environment both in school and the wider community.

We have a clear behaviour ladder that sets out consequences for any poor behaviour. Staff are committed to challenge any behaviour that includes physical violence or abuse, threats, verbal abuse, theft, and damage to school property. This includes all forms of bullying or racism. Children will be made aware they have choices to make. Behaviour is recorded on Arbor. **Our school rules are: “Be safe, Be kind, Work hard, Love learning.**

Rewards

We recognise that positive strategies encourage sensible choices and personal responsibility. They make children feel valued and appreciated. Good behaviour is always expected and is acknowledged through:

- Verbal praise, constructive feedback from adults and peers, promotion of a Growth Mind-set.
- Advertising the behaviours/learning attitudes we want to see.
- Written comments on the children's work, visits to the Headteacher, SLT and other staff to share good work.
- Special responsibilities within the class, class jobs, House Captains, Peer Mediators.
- Personalised whole class rewards system.
- Small rewards such as merits, stickers or house points for effort, helpfulness, achievement.
- The winners of the house point competition are announced weekly in Friday assembly
- Informing parents of achievements through a note, an email, telephone call or face-to-face.
- Star of the Week, certificates, Headteacher Awards and 5 Keys to Wellbeing certificates are presented in Celebration assemblies as well as sharing examples of good work and effort.

Anti-Bullying

The Inclusive Multi Academy trust and its schools believe that all pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. Please refer to our full Anti-Bullying Policy for further information, this can be found on our school website.

COMMUNICATION

We strongly believe that parental involvement in a child's education can have a significant effect on pupil achievement. We want to ensure that you are kept informed as much as possible about what's going on in school.

Points of Contact

If you have any issues to discuss about your child's learning, behaviour or physical and emotional well being, positive or negative, the first point of communication is with your child's class teacher.

You are also welcome to contact the Phase Leader for further advice and support.

Early Years Phase Leader - Rachael Fallon

Key Stage 1 Phase Leader – Walaa Mohran

Key Stage 2 Phase Leader – Romeena Ahmed

Assistant Headteacher – Emily Fuller

SENCo – Kasia Ahluwalia

Pastoral Lead - Lara Carvalho



Methods of Communication

Reading Record:

Each pupil is given a reading record to improve communication between home and school. It records your child's timetable, weekly homework, and record of reading as well as other useful reminders. Please sign this diary when you have heard your child read at home.

Newsletter:

Our school newsletter is emailed fortnightly. This shows important dates and events and celebrates the good work the children have been doing.

Website:

Our school website is regularly updated with lots of school information, policies, and procedures.
www.beechfield.herts.sch.uk

Arbor:

We use Arbor to contact parents by email or text message. We encourage parents to help us by downloading the Arbor app as this enables us to send messages free of charge and replies are also free. It is therefore essential that you keep us up-to-date with your current contact numbers. Parents also need to use Arbor to make payments for school clubs, trips, swimming etc. as we are a cashless office.

Parent Consultation Evenings:

At the beginning of the school year, you will be invited to meet the staff within your child's class. We then welcome parents into school at various times for parent teacher consultations to discuss progress. You will be issued with a written report in the Summer Term. You are of course very welcome to meet with the school staff at other times if the need arises.

Parent Council:

A group of parents meet regularly to discuss school issues. Parent input is invaluable, and this forum provides parents with a chance to shape school policies. The council is a route through which parents as a group advise the Governing Body of their views.

Social Media:

We use Instagram and Facebook to let you know what is happening in school:

 [beechfieldschool](#)

 [Beechfield School](#)

FINANCIAL SUPPORT

Free School Meals

If you are in receipt of certain benefits, you may be eligible to claim for free school meals. The process is very easy. Every student who successfully claims for a free lunch, ensures that the school is awarded extra money from the government. If you are applying for Free School Meals for the first time, the quickest and easiest way to apply is online <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx> or via their Customer Service Centre 0300 123 4048.

Pupil Premium Grant

The Pupil Premium Grant is an allocation of additional funding from the Government to support specific groups of children aged 4 and over in year groups Reception to Year 6. The grant for 2024-2025 was £1,480 per pupil. Schools decide how to use this grant as they are best placed to assess what additional provision should be made for these pupils.

The Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the education they provide for 3 and 4 year olds. The grant for 2024-2025 was roughly £570 per pupil.

If your child is eligible for Pupil Premium then you may also receive additional support with some other school costs such as uniform, swimming lessons and class visits.

Music Tuition

We can offer children in Key Stage 2, the opportunity to learn to play the violin, guitar, flute and electric keyboard whilst at Beechfield School. Teachers from the Herts Music Service visit once a week, during school hours. The children are taught in small groups, and occasionally, on a one-to-one basis.

A fee is charged for this service. However, those parents eligible for Pupil Premium can apply for financial help.

We also have Rocksteady come in weekly to offer in-school band lessons. Rocksteady's inclusive approach helps children find a sense of belonging through new friendships and a shared love for music, whilst boosting social skills, wellbeing, and confidence.

Payments

We operate a cashless system for all school payments. We use Arbor to enable parents to make payments online for school clubs, trips, swimming, milk etc.

PARENTAL INVOLVEMENT

Volunteers

We are fortunate to have a fantastic group of volunteers who come into school on a regular basis to support us with a variety of things such as listening to children read, making resources, and supporting pupils with maths and literacy. If as parents you have particular skills or interests, please come into school and let us know or if you can offer some time, please contact the school office.

All volunteers working in our school undergo safeguarding checks and sign a confidentiality agreement.

Parent Governors

Some of our parents are members of our governing board. If this is something you are interested in, please come along to the school office.

Parent Council/ Forum

We invite all parents to meet half-termly in school to discuss school issues. We want to work alongside our parents to make Beechfield the best it can be for the children and families.

We have a weekly coffee morning where parents can come and meet other families for a general chat and wellbeing session or to air specific concerns or to say what is going well for their children.

Parent View

Parent View gives you the chance to tell Ofsted what you think about your child's school, from the quality of teaching to dealing with bullying and poor behaviour. The survey can be completed at any time; you don't have to wait until the school is being inspected.

www.parentview.ofsted.gov.uk/



RESPONSIBILITIES AND POLICIES

Code of Conduct

Our code of conduct is adopted by all schools in the Trust and is designed to give clear guidance on the standards of behaviour all parents and carers are expected to observe, and the schools will notify parents and carers of this code and the expectations as part of their induction programme for new parents and carers.

Code of Conduct for Parents and Carers

Policies

Policies are a guide for both staff and parents as to how the school must be run. You can download our most important policies from our Policies page:

<https://www.beechfield.herts.sch.uk/policies>



