



**BROADWAY
FIRST SCHOOL**
Inspire • Challenge • Achieve

Broadway First School

A-Z

**Broadway First School
Lime Tree Avenue
Broadway
Worcestershire
WR12 7BD
Tel: 01386 852485**

This booklet is intended as a helpful handy reference for our school.

Should you have any questions please do not hesitate to ask a member of staff.

Our Core Principles

INSPIRE

We take a range of starting points to stimulate children's interests. These include local community events, trips, international events, high-quality resources and interests of the children themselves. These are embedded into our curriculum, which encourages risk taking, promotes independence (with appropriate guidance) and enables progression. Through this we aim to develop a genuine interest and passion for learning whilst also building children's aspirations.

CHALLENGE

Through a thorough knowledge of each child's learning and individual personal needs we challenge them academically, physically and emotionally. We want our children to demonstrate our key values to enable them to thrive: ambition, resilience, pride, togetherness and respect.

ACHIEVE

Progression in all areas is at the core of all that we do. Personal, social and emotional development is important for all children, whatever their age. Therefore, children are taught about the wider world and how they fit into it.

Academically, staff ensure that children are supported and challenged so that they are able to progress in all areas of the curriculum. We want every child to reach their potential and be the very best they can be. We have many examples of success stories from our children regardless of their individual needs.

Timing of the School Day

Here is a brief overview of the school day. Please note that times may vary slightly.

Time	Activity	Points to note
7.30am	Breakfast Club opens	
8.40am	School gates are opened and staff are on duty.	Parents may drop their children off at the 'Drop Off' points to ease traffic congestion. All children are to go directly in to their classroom.
8.50am	Start of school	School gates are locked and children who are late have to be taken to the school office. Parents need to sign them in and a member of staff will escort the child to class.
8.50-9.00am	Registration	Children are given a short activity to do whilst the register is being taken.
9.00am	Everyday Assembly	Mon – Introduction to theme Tues – Class worship – Christian values Wed – Class worship – Christian values Thurs – Class worship – Christian values Fri – Celebration
10.30am	Playtime	This is when the children have their snack. If eligible some children receive free fruit (age 4-6) and milk (up to age 5). Children may bring in a healthy snack only (e.g. fruit, plain cereal bar (no added icing sugar/chocolate)).
10.45am	End of playtime	The bell is rung and all children line up in the class groups and are led into school by a member of staff.
12.00pm (Reception) 12.10pm (Years 1-5)	Lunch	All children in Reception, Year 1 and Year 2 are part of the Universal Free School Meals. All other children have the option of purchasing a school meal (unless they receive free school meals, (also known as pupil premium status) or bringing a healthy packed lunch to school.
1.00pm	End of lunch	As for the end of playtime.
2.00pm – 2.10pm	Afternoon play for Key Stage 1 (Class One and Class Two)	Key Stage 2 (Years 3, 4 and 5) staff may decide to give the children a short break depending on what they are doing.
3.10pm	End of school day	Children are walked to the nearest exit and staff ensure that each child goes with an adult from the child's named contacts list. If it is someone different, please ensure that school is informed and that the person has your code word.
3.10pm	Clubs/Wraparound	Mrs Organ is the Wraparound Manager.
5.30pm	End of Wraparound	Wrap Around Club closes at 5.30 pm sharp.

An A-Z of Useful Information

Absence

If your child is ill please ensure that you telephone school before 9am and leave a message to state why s/he is away. You can also report absence via Arbor or via the school email. If no reason is provided then your child will be marked down as having an unauthorised absence.

Bullying

We believe in being proactive and ensuring that children know what to do if they encounter this completely unacceptable form of behaviour. Each year we have a week focussed 'Bullying'. We make it clear to children that bullying is **Several Times On Purpose** through teaching them the acronym STOP, and discuss different types of bullying at an appropriate age. (For example, Reception focus on 'Being a Good Friend' whilst older children look at peer pressure). We discuss strategies about what to do if someone else's behaviour is causing them or one of their friends to be unhappy as well as their individual rights and responsibilities. If you have any concerns that your child is not behaving in an appropriate way or that another child is making them unhappy **do not hesitate in letting us know** so that we can investigate and put in support as appropriate.

Care and Control

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others or, if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

Clubs

We offer a wide range of clubs. Those provided incur a charge. Parents are offered places in clubs within the first week of each term. Some clubs may start during the term and you will be notified of these. If your child attracts pupil premium funding then this may be used by the school to support the costs of clubs for your child.

Code Word

Each child requires a code word. If some-one else needs to collect your child they will be asked for the code word.

Complaints

If you have a concern or complaint you should speak to the appropriate member of staff. This is usually the class teacher. They can then investigate your complaint or concern and give you a response, making clear any action or monitoring of a situation that may be

necessary. At this stage misunderstandings can usually be cleared up. Everyone benefits from the speedy resolution of difficulties and from suggestions for improvement. If no satisfactory solution to the complaint has been agreed please speak to the Headteacher. Our Complaints Policy is available on the school website, or you may request a copy from the School Office.

Drop Off Point

The school gates are opened at 8.40am and closed at 8.50am to begin the school day. We are aware that there are limited spaces for parking so we offer a drop off point. At 8.40am a staff member will be on hand to assist at the drop off point. If you stop here we will escort your child out of the car and take them to the entrance.

Family Lunches

During the year, family members will be invited to a Family Lunch. Parents/carers are asked to bring in a packed lunch, and children eat in the classroom with them. This is an opportunity for the children to show parents their work and their displays and is also an opportunity to meet staff.

Forest School

Forest School encourages and inspires children to experience a variety of opportunities in our outdoor environment. Working with nature first hand, learning new skills, encourages children to work as a team whilst building their own self esteem. Every year group benefits from this opportunity for part of the academic year.

Friends of Broadway First School

There is an active group called the Friends of Broadway First School. We hope that you are able to join this group and make friends whilst helping to raise money for the school.

Fruit

Fruit is provided free for all children age 4-6 years. Any other children in the school wishing to purchase fruit for snack may do so for 20p a day; please enquire at the office about this.

Governors

Governors are a group of unpaid volunteers who support the school management team. Working together, they provide the strategic direction of the school, but Governors do not become involved in the day to day leadership of the school. They are, however, responsible for ensuring that the school is run efficiently and the children receive the best quality education that the school can provide.

Holidays

Holidays in term time will only be granted in **exceptional circumstances**. If you feel that your request meets the criteria please contact the office for a form well in advance. If you

take your child out of school for a holiday without permission you may be fined by the Local Authority

Inspire Workshops

During the year, each class will invite parents to take part in an activity in school with their child. The activity will enable you to practise at home something that the children are focussing upon in their class. There will be a short session first where the activity is explained to parents, then children will join us for a fun task. Dates are provided at the beginning of each term.

Jewellery and Valuables

For reasons of health and safety, jewellery is not allowed to be worn in school except for one pair of studs. If you are having your child's ears pierced we request that you consider having this done at the beginning of the summer holiday to allow for healing and to avoid missing PE lessons, which are a compulsory part of the National Curriculum. If your child wears stud earrings, these must be removed before PE lessons; we suggest they are taken off prior to school on days when we have PE. We accept no responsibility for studs.

Long hair should be tied back neatly and the use of makeup and nail varnish is not allowed.

Valuable items should not be brought into school. Neither the school nor the Local Authority can accept responsibility for personal items brought into school.

Lateness

It is vital for children to arrive at school in good time so that they are fully prepared for their lessons and are in a good frame of mind to extend their learning. Being late can cause anxiety for the children and make them feel uncomfortable when walking into lessons that have already started. Lateness is closely monitored and parents may receive invitations to discuss lateness with the school. Persistent lateness may result in fines.

Lunchtimes

There is a choice of a school meal or a healthy packed lunch for lunch. During the summer months, sandwiches are often eaten outside on the picnic benches.

Cater Cater offer hot school meals (e.g. main meal, vegetarian option, jacket potato or packed lunch) for £2.70 a day for children in Years 3, 4 and 5. Children in Reception, Year 1 and Year 2 are part of the Universal Free School Meals programme. As such, parents of children in Reception, Year 1 or Year 2 do not pay for lunches but will need to order lunches from Cater Cater in advance. We have now moved to an online ordering system (Arbor) and parents can order for a full half term or beyond for convenience (this must be a week in advance). If your child is absent, if you cancel the order by approximately 8.00 am, you can be given a credit for a future date. Even if you receive meals free of charge, we encourage you to cancel your meals to help eliminate unnecessary waste. Full ordering details are enclosed in your Welcome pack.

Should you wish to provide your child with a **healthy packed lunch** we can accommodate this. Sweets, nuts, glass bottles and cans of drink should not be included in school lunchboxes. We are a NUT FREE school.

Homework

As children move through the school, homework focuses on developing key skills through regular practice at home. All children are expected to read regularly and record this on an app called Boom Reader. In Class 1, children will also complete any phonics activities linked to their learning in school. Children in Classes 2, 3 and 4 will receive a Spelling and Fluency Booklet at the beginning of each half term, containing the spellings and number fluency facts they will be learning that half term. These booklets are designed to be used at home with parents and carers and do not need to be returned to school. In addition, children in Classes 3 and 4 are expected to practise their multiplication facts using the app Times Tables Rock Stars. There is also an optional app for KS1 children called Numbots which consolidates key foundation mathematical skills. Each half term, all children will also be invited to complete a whole-school homework project linked to a shared theme. Project ideas will be sent home via email and shared in class, and families will be invited to a celebration event at the end of the half term to showcase the children's work. Homework provides valuable opportunities for children to consolidate learning, develop independence and share their learning journey with parents and carers.

Medicines

Should your child have a medical condition please let staff know. Asthma inhalers are kept in the classroom. With the exception of inhalers, staff do not administer medication in school without the prior agreement of the Headteacher. Only medication prescribed by a doctor will be administered at school in exceptional circumstances. Parents must complete a form giving permission and details of dosage and timings.

Milk

If you wish your child to have milk at school you must first register with a company called 'Cool Milk'. Once registered, your child will receive milk free of charge until they are five. If they are over five the company needs to be paid directly.

Music Tuition

We invite peripatetic teachers into school so that parents may purchase music tuition. Piano/Guitar tuition costs £15.00 for a 20-minute one-to-one session. They also offer group sessions at £7.95 per 20-minute session. The lesson must be booked through Severn Arts.

Nativity

Each year, our Key Stage 1 children take part in a special Nativity performance, sharing the Christmas story through songs, acting and narration. This is always a highlight of the festive

season, and we are delighted to invite all parents and carers to watch and celebrate the children's hard work and achievements. Further details regarding the performance venue and dates will be shared closer to the event.

Newsletters

Every Friday the school produces a newsletter. These are published on the school website and we send electronic copies directly to parents. Paper copies are available from the office only on request.

OPAL

Broadway First School believes that all children need opportunities to play outdoors, this allows them to explore and experience their environment. We believe play provision should be welcoming and accessible to every child. Children need lots of exercise and this is strongly encouraged with children using the OPAL equipment during all playtimes.

In adopting Opal Play, Broadway First School will expand the play opportunities for their pupils to enjoy their playtime in a much wider variety of ways leading to a happier playground and a happier and more settled re-entry to the classroom.

Broadway First School received Platinum status for OPAL play in April 2026. This is an outstanding achievement with our school being in the top 2% nationally.

Pupil Premium

Pupil premium is an additional amount of money allocated to schools by the Government to provide support for children who qualify. This year's allocation will be used to provide additional staff to support those children's learning and achieve greater than expected progress. Pupil premium is determined by the number of children eligible for free school meals (whether the meals are taken or not). We therefore urge you to apply if you feel you meet the criteria below. **Even if you choose not to take up the free school meal, or your child already receives a universal infant free school meal in Reception, Year 1 or Year 2, we encourage you to apply if you are eligible. Registering helps the school access valuable additional funding, which has a significant impact on the opportunities and support we can provide for all pupils.**

Free School Meals can be awarded if you or your partner are claiming any of the following;

1. Expanded Free School Meals

Applications open from mid-June for September.

This provides:

term time meals only

You may qualify if:

your child attends a state school

you receive Universal Credit with a household income over £7,400 per year or over £616 per month for the last 3 months, after tax (excluding benefits)

2. Targeted Free School Meals

This provides:

term time meals

Holiday Activity and Food (HAF) programme support

possible travel assistance (if additional criteria are met)

Pupil Premium funding for the school to support your child

Benefit-based eligibility

You may qualify if your child attends a state school and you receive:

Universal Credit with household income under £7,400 per year or under £616 per month for the last 3 months after tax (excluding benefits)

support under Part 6 of the Immigration and Asylum Act 1999

Guaranteed Pension Credit

Income-based Employment and Support Allowance

Racism

The school endeavours to prepare children to be active citizens of a global community. This includes learning that different families have different traditions at home (which can be as simple as sports they play together, routines in the morning) as well as learning about other cultures. Children are also encouraged to respect the fact that other people may have different views, values or faiths to their own.

Broadway First School takes racism seriously. Our definition of a racist incident [which is in line with the McPherson Report] is:

- a) Any incident in which it appears to the person reporting the incident and/or any other person that the incident involves an element of racial motivation.
- b) Any incident which includes an allegation of racial motivation made by any person." Racial" means of any race, nationality, colour or ethnicity.
[NB Gypsy/travellers are recognised within The Race Relations Act as an Ethnic Minority.]

This definition is designed to ensure that not only is a full account taken of what the victim says, but also of what is said by those who witnessed the incident or reported it on behalf of another person.

Should the school receive any report of alleged racism it will be investigated and appropriate action taken as detailed in our policy (which is available on the school website).

Residential Trip

We endeavour to provide a residential trip for children in Years 4 and 5 each academic year. We have a two-year rolling programme of outdoor adventure based residential trip followed by a visit to a farm. These trips are invaluable in developing resilience, independence, responsibility and teamwork in children.

Safeguarding

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children. There may be times, as a parent or carer, when you need help, advice or information when caring for your child. You may wish to contact the school if you think we may be able to help you access support, for example regarding e-safety or emotional wellbeing. **If we have any concerns we will talk to parents first if possible/appropriate.**

Social Media

We use Facebook and Instagram to post pupils work, sporting events and any exciting projects going on in school. The consent form for images is sent to parents in the school information pack on admission to school. This is for permission to display pictures in and around school and on social media platforms. Please make sure you complete the form if you do not want your child's photograph on Facebook or Instagram. The forms are available from the school office.

School Closures (Weather/Emergency)

Should the school need to be closed (for example, due to heavy snow), parents will be informed through local news reports, the school website and we will endeavour to let you know through text alerts.

School Show

Every July we endeavour to put on a school show which involves Key Stage 2 children as the main parts at The Lifford Hall. Tickets are on sale for a modest price to cover costs.

School Teams

Your child(ren) will be in one of four teams: Eadburgha, Lygon, Russell or Morris. Children are awarded team points for a wide range of reasons, including good behaviour, and effort and application in their work. A record is kept each week of the number of team points each child collects, as well as the number of team points for each team. The winning team is then celebrated in assembly and on the newsletter each week.

School Website

Our school website is www.broadway.worcs.sch.uk The website is regularly updated with news and dates. Several school policies are available via the website.

Snack

Children in Reception, Year 1 and Year 2 are provided with a piece of fruit each day. Children in other years are welcome to bring in a healthy snack.

Special Needs

Every child is unique. Sometimes they require a little extra help, at which point we will make a plan to support them in partnership with parents. Some children only require help for a short time.

Specialist help will be accessed as and when appropriate.

The teacher responsible for overseeing the care of children with special educational needs is the SENCO (Special Educational Needs Co-ordinator), currently Mrs Abigail Adams. If you have any queries or questions, please do not hesitate to speak to your child's class teacher and/or Mr Poultney.

Swimming

Children in Year 3 & 4 have swimming lessons during the Autumn term only. You will be informed of the timetable for this throughout the year. To enable us to continue with this provision for children we will request a voluntary donation towards the cost of the swimming lessons.

Teacher Training Days

There are five Teacher Training days a year. They are commonly known as TED days. Children do not come to school on TED days. The TED days are listed on the newsletter and shared with parents at the beginning of each academic year.

Uniform (Including PE Kit)

Our uniform consists of:

BOYS

- Grey trousers or grey shorts in summer
- White polo shirt
- Navy school sweatshirt or cardigan with school logo
- White or grey socks
- Black shoes (not trainers)
- Navy T-shirt or white T-shirt (for PE)
- Navy shorts or jogging bottoms in winter (for PE)
- Black pumps for PE

GIRLS

- Grey skirt/pinafore dress/trousers or a **red** gingham dress in summer
- White polo shirt- including the school logo is preferred
- Navy school sweatshirt or cardigan – including the school logo is preferred
- Black shoes (not trainers)
- Navy blue school T-shirt. An unbranded navy t-shirt is acceptable (for PE)
- Navy blue shorts with optional dark coloured jogging bottoms in winter (for PE)
- Black pumps for PE

PRE-SCHOOL

Our pre-school children's uniform is the same as the whole school except for:

- Red sweatshirt – including the preschool logo is preferred
- Gold/Yellow polo shirt – including the preschool logo is preferred

GENERAL

- Navy blue book bag
- Navy blue PE bag for swimming and PE
- Cap for the summer
- Water bottle (the first one is provided free of charge)
- School fleece/waterproof jacket – optional but really useful for school trips etc.
- Jewellery should be limited to one pair of simple earrings, (no looped) and a watch. Children will be required to remove earrings independently during PE lessons or have their own supply of coverings for health and safety purposes.
- Long hair should be tied back.

You may buy uniform with the school badge sewn on to polo shirts and jumpers/ cardigans/ coats from The School Shop in Evesham or online. (Please see leaflets)

You can access the School Shop here:

<https://www.theschoolshopuk.co.uk/product-category/broadway-first-school/>

You can access My Clothing (Online supplier)

Reception to Year 5 –<https://myclothing.com/collections/broadway-first-school-school-uniform-27002>

Pre-School - <https://myclothing.com/collections/broadway-first-school-pre-school-uniform-27003>

Many other standard items can be purchased from a range of clothing outlets and supermarkets.

Please note that children are allowed to bring old trainers/wellington boots and waterproof trousers/old jogging bottoms for playtime in the winter as we allow access to the field as often as possible.

Working Together

You are your child's primary teacher. You have taught them from the moment they were born and we want to work with you to help progress your child's learning further. Part of this is regular communication so that you know what is happening in school at the beginning of each term. Another part of this is to have a School and Parent/Carer Partnership Agreement which is found in your welcome pack. This provides a clear understanding of the expectations of school on parents and children and also what parents and children can expect from our team.

Wraparound Club

We have both a morning club and an afternoon club. The morning club opens at 7.30am and includes breakfast – this needs to be booked 24 hours in advance through the parent Arbour app. The after-school club is open until 5.30pm and can be booked up to an hour before.

There is a choice of three sessions each day: end of school to 4.30pm, end of school to 5.30pm and end of club (4.15pm) until 5.30pm. A light snack is also offered. There is a charge, and parents are encouraged to book places at least a week in advance. If parents arrive after the 5.30 pm closure time, a late charge of £5 per 15 minutes, per child will be incurred.

Wraparound Charges

- Breakfast club - £5.00
- 3.10-4.30pm £8.00 (no snack)
- 3.10-5.30pm £12.50 (snack included)
- 4.15-5.30pm £10.50 – after another club (snack included)