

Bailey Green Primary and Nursery School Together with Bailey's Butterflies



A happy place to learn

Welcome Brochure

WELCOME TO BAILEY GREEN PRIMARY SCHOOL



“A happy place to learn”

Dear Parents and Carers,

Welcome to Bailey Green Primary School and Bailey's Butterflies Nursery. We are very unique at our Primary School offering education and care from birth to 11 years. We were rated “Top Primary School” in North Tyneside in the 2020 and 2022 edition of the Evening Chronicle “Real Schools Guide”.

I am delighted and proud to be Head Teacher of Bailey Green and Bailey's Butterflies. Pupils, staff, governors, parents and the school community work very hard, and I have high expectations. Our school was graded ‘outstanding’ by Ofsted in 2012 and Butterflies also graded ‘outstanding’ in 2018.

At Bailey Green you will find a welcoming and ‘open door’ policy. Come and see us and feel the calm, happy, hardworking atmosphere, and we will try and answer any questions you might have.

We have excellent ‘wrap around care’ at Bailey Green and school staff organise this. Breakfast Club is open from 7.45am and After School Club until 5.30pm.

We are very proud of the achievements of our children and we are looking forward to working with you and your child to ensure their Primary years in school are the best!

Yours sincerely

Mrs L R Taylor
Headteacher
Bailey Green Primary School
West Bailey
Killingworth
NE12 6QL
Tel. 0191 2509025

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Email: office@baileygreenprimary.org.uk
Twitter: @baileygreen2011
Facebook: Bailey Green School News

STAFFING AND RESPONSIBILITIES

Mrs L Taylor
Head Teacher
Designated person for Child Protection, Finance

Teaching Staff

Mrs K Morgan
Deputy Head Teacher, Curriculum, Assessment,
ECT & Teaching Student Mentor, Designated person for
Child Protection, EVC
Science

Mrs C Allan
Mrs L Close
Mrs E Flynn
Miss C Hope
Miss S Graydon
Miss L Jamieson
Mrs G Moretti
Mrs V Nixon
Mrs R O'Connor
Mrs E Patrick
Miss K Moat
Mrs M Rowland
Miss S Bell
Mrs A Rutherford
Miss H Weir
Miss H Young
Miss L Alexander
Miss O Hewitt

Acting Assistant Head, English/Phonics Leader
Upper KS2 Leader, SENCO
Art
DT, ECO
History, Geography
Music, After School Club Leader
RE, School Council
Computing
LKS2 Leader, PE, Work Experience Students
Mathematics
Acting Maths Lead and supporting Computing, EVC
Early Years Leader
Science
MFL
PSHCE, Well being
ECT (Early Careers Teacher)
Covering Maternity Leave, Library

Teaching Assistants

Mrs K Crawford
Miss J Chowdhury
Mrs C Gardiner
Mrs K Gilchrist
Miss S Herbert
Miss C Harvey
Mrs K Killen
Mrs J Munro
Miss B McCauley
Mrs B Ward
Miss C Shaw
Miss V Choudry

Miss G Sprott
Miss T Charters (Support worker)
Miss J Dawson
Miss M Giles
Mr N Harrison
Miss C Jordan
Miss C Marshall
Mrs E Surtees
Miss R Alexander
Mrs L Ross
Miss B Morgan
Miss R Gallon

Office Staff

Mrs E Knighton
Mrs A Wiszniewski
Mrs A Meenaghan

Business Manager
School Secretary
School Secretary

Bailey's Butterflies Staff

Mrs W Hook – Team Leader
Miss J Cole – Assistant Team Leader
Miss L Beedham
Miss E Howey – Maternity Leave
Miss M Proudman-Brown
Miss P Szendi
Miss E Telford

Miss R Proudman-Brown – Deputy Team Leader
Miss J Hands
Miss M Featherstone
Miss R Illingworth
Miss K Griffiths
Miss R Smith
Miss A Crawford

Housekeepers

Miss D Amers
Mrs J Charters
Mrs A Moffat
Mrs S Rowe
Mrs D Robinson

After School Club

Mrs G Moretti – Team Leader
Miss C Jordan
Miss M Giles
Miss J Munro
Miss B McCauley
Miss C Harvey
Miss C Shaw
Miss E Telford
Miss P Szendi
Mr N Harrison

School Cook

Mrs M Donnelly

Lunchtime Supervisors

Mrs J Charters
Mrs B Miller
Mrs S Rowe

Governing Body

Chair

Mrs C Bailey
8 Falkirk, Killingworth
Newcastle upon Tyne
NE12 6QA
Tel: 0191 268 2528

Staff Governors

Mrs L Close

Headteacher

Mrs L R Taylor

Vice Chair

Mrs D Bentley

Co-opted Governors

Mrs V Kaczan
Mrs C Dixon
Mr D Glover
Mrs K Morgan
Mrs J Briggs

Mrs T Bailey
Mrs E Flynn
Mrs W Hook
Mr S Rayson

Parent Governors

Mrs A Charlton

Mrs C Towler

The full governing body meets termly. The Chair of Governors meets weekly with the Headteacher and walks around school speaking to children and staff.

Sub-committees (Finance & Staffing, Curriculum, Health, Safety and Premises) also meet termly.

Governors meet at other times as required.



Bailey Green Primary and Nursery School Together with Bailey's Butterflies

Mission Statement

We aim to make our school and nursery a welcoming and friendly place to be so that children can be happy in our nursery and in school. We want them to enjoy learning, reach their full potential and we will nurture their health and emotional well-being at all times. We will provide a stimulating learning environment and a variety of exciting opportunities and experiences within a broad and balanced curriculum. We aim to give children the best possible start to their education by developing their curiosity, imagination and desire to learn. Each child is valued as an individual irrespective of their race, gender, culture or sexual orientation.

Our Values

Our key values were chosen with staff, children and governors. Across the 4 values, happiness threads throughout as we believe happiness is the key to success.

RESPECT

SUCCESS

CREATIVITY

TEAMWORK

1. At Bailey Green and Bailey's Butterflies we RESPECT our friends, teachers, visitors and all adults who work in our school and the wider community. We have very high expectations of behaviour and good manners and take pride in everything and all we do.
2. Our aim is for all children to experience SUCCESS whether this is academic, through sport or the arts, and to support them in their positive well-being to ensure they leave Bailey Green prepared for life.
3. We strive to provide a range of stimulating experiences which allow our children to express their CREATIVITY, enabling them to explore, wonder and develop a sense of curiosity about the world.
4. TEAMWORK is at the heart of all we do. We see ourselves as being one big family at Bailey Green - a family who knows each other well and works together, ensuring that everyone achieves their true potential.



Bailey Green Primary and Nursery School Together with Bailey's Butterflies

AIMS OF THE SCHOOL

1. Provide a welcoming, happy and caring environment for our pupils.
2. To help children build up an attitude of care and consideration for others.
3. Enable all pupils to feel successful at school.
4. Promote a learning environment which fosters self-esteem, self-confidence and independence.
5. Provide opportunities for a wide variety of experiences both in and out of school.
6. Have an understanding of Christianity and be aware of other religions and faiths.
7. Help pupils to fulfil their true potential, and provide rich educational experiences and opportunities for learning across all areas of the curriculum.
8. Involve parents in school life so that we can improve the quality of experience offered to pupils.
9. Provide appropriate scope and effective balance in the curriculum to form good relationships with one another and with staff, to develop self-discipline.
10. Encourage links with the wider community.
11. Explore the richness of the local environment.
12. Provide all children with equal opportunities and ensure that equality and diversity are part of the school's core business both as a school and as an employer.

General Details



Type of School: Bailey Green Primary and Nursery School together with Bailey's Butterflies

Pupils: Boys and Girls 4-11 years
Bailey's Bees Nursery 3 – 4 years

Bailey's Butterflies Birth – 3 years

Number on Roll Main School - 422 children
Bailey's Bees Nursery - 35 children
Bailey's Butterflies - 170 children

School hours	Nursery	8.30am - 11.30am	12.00pm – 3.00pm
	Reception	8.45am - 3.00pm	
	Yr 1	8.40am - 3.05pm	
	Yr 2	8.40am - 3.05pm	
	Yrs 3 & 4	8.30am - 3.05pm	
	Yrs 5 & 6	8.30am - 3.05pm	
	Butterflies	7.30am – 5.30pm	

Butterflies open all year apart from 2 weeks at Christmas, 2 weeks in the school summer holidays and up to two training days per year. You are required to give us a month's notice if you wish to terminate your child's place.

The children have 1 break mid-morning and a lunch break.

Wrap around care	Breakfast club	After school club
	7.45am start	4.00pm pick up
	Doors close at 8am	5.30pm pick up
	Prices on application	£1 per minute late fee

Wrap around care must be booked and paid for 2 weeks in advance using our online payment system Scopay. No payments can be carried forward or refunded as we have to plan staff and food costs. All new children to the school will be sent a login code to register.

Bailey's Butterflies 7.30am – 5.30pm
Charges for days will be pro rata over the year to monthly costs.

Our School

Bailey Green is a larger than average two form entry primary and nursery school, situated in Killingworth on the outskirts of Newcastle. In September 2015, we took over the old Sure Start nursery – now re-named as Bailey's Butterflies, therefore we are now a primary school from birth to 11 years.

Our school building is made up of 15 classrooms and a nursery which are attractive and well resourced. Each classroom has a touchscreen board. We have 2 halls which are used for assemblies, PE and lunches and we also have extensive outdoor grounds. The ICT suite has 30 computers and is supplemented by 2 mobile suites of laptops. We also have a set of 30 class iPads.

We have a community room which is used by a variety of groups throughout the week. Bailey's Bungalow is used for Breakfast Club, After School Club, teaching groups and visitors in school.

School Uniform



We believe that a school uniform is important to encourage a sense of identity, belonging and purpose.

All printed uniform can be purchased from Emblematic (opposite Asda in Benton):

- Plain white polo shirt (with or without logo)
- Official green school jumper or cardigan with logo
- Plain grey skirt, trousers or shorts
- Sensible black shoes (no trainers)

In the summer term, girls may wear a green and white checked summer dress, and boys may choose to wear grey school shorts.

Nursery children wear a jade green sweatshirt or cardigan.
Butterflies also wear a green cardigan or sweatshirt.

PE kit



For indoor PE (all pupils)

Black and green polo short with logo on one side and name on the other, black and green shorts or skirt and black Velcro or elastic pumps (not trainers).

For outdoor PE (KS2 Y3/4/5/6)

Plain black track bottoms, black and green polo shirt, black shorts and trainers.

(Key Stage 1 children do not require an outdoor kit).

We have a black hoodie for outdoor PE.

Please ensure that all uniform is clearly labelled with your child's name.

We discourage the wearing of any jewellery for health and safety reasons. However one pair of stud earrings is allowed (which **must** be removed for PE).

We do not allow extreme hairstyles, shaved heads or dyed hair.

Admissions Policy

Children are admitted into Reception in the September before their fifth birthday.

Children may attend Nursery for the full academic year before they begin school in Reception. As places are available, children will be offered a Nursery place at the beginning of the term after their third birthday. We offer the free 15 universal hours to all three year olds and the further 15 additional hours to those parents who meet the criteria. Please remember your child can attend Butterflies from birth. Please contact the main school office for prices for paid places, we also offer the 15 hours universal and 15 additional hours at this setting.

We arrange visits for children prior to their admission into both Nursery and Reception, so that they can meet the staff and children and become used to their surroundings. Parents are invited to an informal information meeting to find out about school life.

We aim to make the transition from Nursery to Reception as smooth and worry free as possible

Early Years Foundation Stage

The Early Years Foundation Stage covers the curriculum from when the children enter our School Nursery or Bailey's Butterflies up to the end of their Reception year.

This curriculum is extensively planned within seven areas of learning, giving opportunities through practical activities and play situations to encourage:

- Personal, Social and Emotional Development
- Communication and Language
- Mathematics
- Understanding the World
- Physical Development
- Expressive Arts and Design
- Literacy - Reading
Writing

We offer flexible hours in our Butterflies site and morning and afternoon sessions in our Nursery. We have two full time place Reception classes where we promote a caring, thriving and stimulating environment run by a team of experienced and dedicated teachers and qualified Early Years practitioners. The progress of the children is closely monitored and evaluated by the team who have high expectations and are committed to helping each child to succeed and achieve his/her full potential.



Children start reading using the systematic synthetic phonics scheme i.e. Essential Letters and Sounds, enabling them to develop their word building skills and simple spelling strategies. Parents are actively encouraged to play a role in their child's reading.

Sorting, matching and counting activities using a variety of resources in Nursery give a good sound basis from which simple mathematical skills and mental strategies can be introduced and built upon in Reception.

We welcome and encourage parental involvement in school, as well as at home.

Key Stage 1 and 2

Key Stage 1 and 2 follow on progressively from The Early Years Foundation Stage.

Key Stage 1 begins when the children enter Year 1 at the age of 5, and Key Stage 2 begins when the children enter Year 3 at the age of 7.



The Curriculum

The school uses a topic-based approach which covers all the national curriculum learning objectives and key skills, ensuring all pupils have access to a broad, balanced curriculum and meaningful education.

The school is very well equipped with modern materials, resources and books to help us teach the whole range of the National Curriculum effectively. Money for equipment is made available from the school budget and from FOBG (Friends of Bailey Green) funds. FOBG raise money yearly to pay for many additional 'extras' used to support the curriculum.

All classes arrange and attend educational visits, when appropriate, relating to topics being studied to enrich the learning experience and to stimulate the pupils' interest.

Teachers make a continuous assessment of all work covered and keep records of progress and of achievement attained by each pupil. All pupils are assessed informally throughout the year. Pupils in Year 6 take part in statutory Standard Assessment Tasks (SATs) during the month of May, whilst Year 2 are assessed using teacher assessments. Pupils in Years 3, 4 and 5 are given non-statutory

tests each term.

Parents are regularly invited into school and are kept well informed of their children's progress. They receive a written report at the end of each academic year.

Core Subjects

English, Mathematics, Science and Computing.

Children have a daily **English** lesson where the children work on aspects of spoken language, reading, writing, spelling, grammar, punctuation, sentence structure and handwriting through a variety of class, group, paired and individual activities. Different 'genres' are studied throughout the key stages and skills are built upon as the children progress throughout the school. Writing opportunities overlap most subjects.

Mathematics is also taught daily with a focus on number, calculation, shape and space, data handling, problem solving, measures and mental strategies. We realise that methods in Mathematics have changed greatly over the years, and we offer a useful handbook for parents, setting out the methods for calculation that we use at Bailey Green.

In **Science** lessons we aim to develop enquiring minds and a scientific approach to solving problems. We teach children to observe carefully and guide them in the planning, carrying out and recording of investigations.

In **Computing** our aim is to develop confidence in the use of computers and ICT in its many forms and to broaden understanding of how these can be used in everyday life. The school is very well equipped with a network of computers. All children have a weekly computing lesson during which they learn various computer skills. All children have access to a suite of wireless laptops and iPads. ICT is 'ever-changing' and as a result, we are continually adding to and updating our technology. We emphasise the importance of online safety in all our ICT based lessons.

Children in KS2 are taught **French** conversation. They begin by learning basic French vocabulary – numbers, colours, and useful phrases. As they progress through Key Stage 2 this is extended to include information about the country of France and its culture, culminating in a residential visit to France in year 6.

The activities and work that the children are asked to do, build upon their existing knowledge and skills as work gradually becomes more formalised. However, the Key Stage 1 and Key Stage 2 teams remain committed to making learning as interesting, stimulating and exciting as possible, giving the children many opportunities and experiences to maintain a broad, balanced and exciting education.



Foundation Subjects



History, Geography, Art and Design, Music, Design and Technology, PE, PSHCE, French.

In **History** and **Geography** we aim to stimulate curiosity about our local environment, Britain and the wider world. Children begin to develop a knowledge of significant events and people during different periods of time, and places around the world.

Art and Design play an important role at Bailey Green, and is highly valued by the pupils and staff. It is a subject which stimulates imagination and creativity and provides opportunities for visual, tactile and sensory experiences. Children are introduced to a range of traditional and contemporary artists and art forms, using our large collection of prints and the internet, which create interest and allow them to reflect upon their own work. We have been awarded the “Artsmark Gold”.

We are lucky to have a teacher who specialises in **Music** and leads and supports this subject throughout the school. Singing is encouraged throughout the school, and children are able to take part in a number of extra-curricular music clubs. Children benefit from visits by professional musicians. Our school choir regularly perform in and out of school, often raising money for local charities.

The aim of **Design and Technology** is to encourage children to look at existing designs and use these to design and make a range of their own products, evaluating their success.

Children have two hours of **PE** per week. We offer Swimming lessons for children in years 3 and 4.

In addition to PE lessons, special events are held throughout the year. These vary from year to year and may be held within the school or provide opportunities for children to compete against other schools in the area. All children are encouraged to take part in our annual Sports Day. We hold an annual sports evening award for children and parents where we praise the success of children in PE. Where possible, practical and safe, we also encourage our children to walk to school. We have a cycle shelter in the playground and children may cycle to school. Bailey Green can take no responsibility for bikes, so they need to be locked with a strong cycle lock.

PSHCE (Personal, Social, Health and Citizenship Education) has always been taught at Bailey Green. Its aim is to give the children the knowledge, skills and understanding they need to lead confident, healthy and independent lives, and to become informed, active and responsible citizens. Relationships and Sex Education is also incorporated into the programme. In Years 5 and 6, the children learn about body changes and puberty. Parents of Year 5 and 6 children will be informed when children will be tackling these issues which may raise queries at home. Parents have the right to withdraw their children from these sessions.

We have been awarded “Healthy School” status. We aim to encourage all children to adopt an active and healthy lifestyle.

Religious and Multicultural Education

The School's policy is based on the government's legal requirements and the SACRE agreed syllabus as endorsed by the governing body.

Our society is based on the beliefs of Christianity and this is the basis of our approach to religious education. However, in today's multi-cultural society an understanding and sympathetic tolerance of other religions are also essential ingredients in the education of young children. We aim to emphasise the wider aspects of religion, of the moral and ethical values of everyday living.

Collective Worship and Assemblies

We have whole school assemblies on Mondays, Wednesdays and Fridays, class collective worship assemblies on Tuesdays and Thursdays.

Parents have the right to withdraw their children wholly or partly from Collective Worship. Should parents wish to exercise this right they will be responsible for providing suitable material for their children to study during assembly time. To withdraw your child/ children you will need to write to the Headteacher.

Behaviour

Visitors to Bailey Green always comment upon the excellent behaviour of our children and we are extremely proud of this. It is achieved through a clear understanding of our school rules, the boundaries we set, the praise and reward system we have in place and the mutual respect fostered between all members of the school community (children, staff, parents and governors).

A copy of the school's behaviour policy is available to parents on request and is on the website. School operates a Zero Tolerance Policy towards aggressive or violent behaviour.

We have a team of playground buddies who apply for their post and are interviewed by the School Council. They work with the school staff to support the school's behaviour policy at break and lunchtimes. We also have Bailey's Butterflies Buddies who help and support the children in Butterflies, and Playground Buddies who support children in Reception, Year 1 and Year 2.

We ask parents to ensure that their children arrive punctually for their allocated start time. School gates will open at 8.30am and close at 8.50am. The yards are supervised by members of staff to enable parents to drop off their children.

Parents of children who are consistently late will be contacted by the Headteacher which could lead to the Local Authority being informed.

School needs to know why children are absent. If your child is ill, please contact school to let us know why your child is not in school. You will receive a phone call from school if we have not heard from you.



Special Educational Needs

We seek to address the needs of all pupils throughout their school career. For most of the pupils these needs are met within the classroom by the class teacher without additional support. A small minority of pupils may need additional support and are catered for by means of a termly individual education plan which is assessed and monitored. A small number of children may have special needs which require the LA to determine and provide for them.

We aim to identify and assess as soon as possible any child whom we suspect may have educational or specific needs. We follow North Tyneside's model of staged assessments as laid down by the Code of Practice, but each case is treated individually.

The school building provides disabled access and is equipped with disabled toilet facilities. We would always accommodate a disabled child by moving classrooms in school to provide first floor access.

Any parent who may have concerns of a specific nature regarding their child's educational development is welcome to discuss the problem with the child's class teacher and our Special Educational Needs and disabilities Co-ordinators (SENDCO).

We will follow Local Authority guidelines concerning any child who gives us cause for concern regarding child protection issues. We are an 'Operation Encompass School'.

Medical Information

We need to be informed of any relevant medical condition your child may have and, should it be necessary to administer any prescribed medication at school, we ask that the correct forms are completed by parents.

Children who are asthmatic are responsible for their own inhalers which must be named and will be kept by the teacher, in their classroom. The school's health nurse is also available to offer support and advice in school.

Mobile Phones

If you feel your child needs a mobile phone so that you can contact them after school, this must be handed to the class teacher upon arrival and collected at home time. The mobile phone will be kept safe in a classroom cupboard. The school will not accept liability for any mobile phones brought into school.

Educational/Residential Visits

We believe that children learn most productively when they experience things first hand. Any visits we make are linked to the programmes of work the children are studying in school and have links with particular subjects (a historical, geographical or religious visit, for example).

All our visits are undertaken following the completion of a full risk assessment, and have been approved by our 2 Educational Visit Co-ordinators, The Headteacher, Governing Body and Local Authority.

From Nursery onwards, we aim to introduce the children to visits outside school. Visits may be local – a walk round Killingworth, a visit to the local church or a trip to the farm. As the children get older, visits may be to Beamish, science museums, art galleries or to the coast.

Once the children begin Key Stage 2, they have the opportunity to take part in a residential trip. These include a 2 day and 1 night stay at The Sill in Year 3, 2 nights in Ford Castle, Berwick in Year 4, 3 nights in High Borrans in the Lake District in Year 5, and in Year 6 a 3 night stay in Newby Whisk.

Charging Policy (LA Policy)

The residential trips do come with a charge that cover the transport and stay, no profit is made from this. Where possible, school endeavours to meet the cost of transport, materials and equipment for educational visits. However some visits require a voluntary donation from parents. If insufficient contributions are received, the activity will have to be cancelled. There is no charge for swimming as the children walk to the pool weather permitted.

Extra Curricular Activities

We offer a wide range of extra-curricular activities for all our pupils. The range of clubs may vary from year to year.

Many of our clubs are run by the teaching staff or by professional bodies that we bring in to school.

We prefer that all children who attend after school clubs are collected promptly from school. However, where parents are happy for children to walk home unaccompanied, written permission must be given.



Children from Year 2 to Year 6 are also given the opportunity to be elected onto the **School Council** for one year. They meet regularly to discuss school issues and ways of supporting and improving the school environment.

Before and After School Facilities

We currently run a Breakfast Club which opens at 7.45 am. Children are provided with a healthy breakfast and then have access to a range of activities where they can play and socialise with children from Nursery to Year 6.

We have our own After School Club which runs from 3.00pm – 5.30pm. This is a fantastic environment where children can relax and socialise after school.

Food and Drink in School

We encourage all our children to eat a healthy, balanced diet in school. Children from Nursery to Year 2 are offered free fruit or vegetables at morning break.

At lunchtime, Mrs Donnelly, our School Cook offers a wide variety of tasty, healthy lunches which are cooked on the premises. You can view the school meals menu on the North Tyneside Website.

Children may bring a packed lunch if they wish to do so. We ask that packed lunches are as healthy as possible (a sandwich, yoghurt, piece of fruit, cheese, fromage frais etc.) For health and safety reasons we would ask that they do not bring fizzy drinks or glass bottles. We have no refrigeration facilities so it is a good idea to put a 'cool pack' in their lunchbox.

As a healthy school, we also encourage children to bring plain water in a clear plastic bottle to school every day. This can be sipped at various intervals throughout the school day and taken home each evening to be refilled.

We sell our own Bailey Green water bottles. Prices: Small £1.00 Large £1.50

Our School Council also runs a healthy tuck shop on a Tuesday and Thursday morning at morning break for children in Year 1 – 6. Due to the difficult times we have been facing, this hasn't been something we have been able to offer at present, but we do hope to have this up and running again very soon.



Parent Partnerships

Newsletters are sent home to parents from the Headteacher via our ParentApp, with information about events, dates, successes and achievements and important reminders. These dates are also on the calendar on our website.

Parents receive a half termly curriculum overview outlining the topics and curriculum content children will be covering each term from their child's class teacher.

We have three consultation evenings per year, and we also offer 'joining in time' sessions, where parents can see their children at work.

An annual report is sent home reporting on your child's progress over the year.

We actively encourage mums, dads and grandparents, who have DBS clearance, to join us on school visits or to hear the younger children read.

Parents and friends are also invited to join the 'Friends of Bailey Green' (FOBG) who organise a range of events in order to raise funds for school.

Class assemblies for parents are organised every two weeks. This is a lovely opportunity to have parents in school to see what their children have been learning in class followed by refreshments. We also invite parents to join us for lunch with their children.

We also have 'themed' curriculum days, where parents are invited along to join in the fun. Check our website to keep you informed of events.

School holidays

Details of the school holidays and teacher training days are included on a separate sheet and are available on the school website.

Under Government regulations we **cannot** give permission for children to be taken out of school for a holiday during term time as they miss a significant amount of vital teaching time. If children are taken out of school you may be fined!

Equal Opportunities

We offer all children a broad and balanced curriculum and encourage all to succeed regardless of age, race, gender, ability, religious beliefs and sexual orientation.

Complaints Procedure

An agreed complaints procedure has been established by the Local Authority under section 23 of the Education reform Act 1988.

If you have a complaint you must follow the procedure below:

- Contact the class teacher and discuss your concern with him/her
- If you are not satisfied make an appointment with the Headteacher
- If the concern cannot be resolved and you are still unhappy then you should contact the Chair

of Governors by letter.

Hopefully the concern will have been addressed before it reaches the Governing Body.



Bailey Green Primary and Nursery School Together with Bailey's Butterflies

Privacy Notice For Pupils, Parents And Carers *For pupils under 13 their parents/carers will normally act of their behalf*

This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To safeguard pupils
- To inform residential settings of your child's contact details and health requirements

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address). UPN numbers will not be used for any purpose unrelated to education.
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Special Educational Needs/Disability/Gifted and Talented Information/Assessment
- Child Protection and Operation Encompass Information
- Medical and Health Care Plans
- Behavioural information, e.g. number of exclusions

The lawful basis on which we use this information

The conditions for processing data under the GDPR will be:

Processing shall be lawful only if and to the extent that at least one of the following applies:

- a) Data subject has given consent
- b) Necessary for the performance of a contract
- c) Compliance with Bailey Green Primary School together with Bailey's Butterflies legal obligations such as School Census
- d) To protect the vital interest of the data subject or of another person such as providing medical information to the emergency services
- e) For the performance of a task carried out in the public interest or in the exercise of official authority invested in Bailey Green Primary School together with Bailey's Butterflies;

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical belief, or trade union membership and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

Paragraph 1 shall not apply if one of the following applies:

2. (j) Processing necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education Act 1996 – Section 537A – states that we provide individual pupil information as the relevant body such as the Department of Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing Pupil Information

Bailey Green Primary School together with Bailey's Butterflies keep information about you on computer systems and also sometimes on paper.

We hold data for the periods of time as stated in North Tyneside Retention document, (IRMS Information Management Toolkit for Schools).

Who do we share pupil information with?

We routinely share pupil information with:

- Schools or colleges that the pupils attend after leaving us
- Our Local Authority (North Tyneside Council) and their commissioned providers of local authority services
- The Department for Education (DfE)
- Residential trip providers
- Primary Site Website
- Tucasi – Worldpay online payments
- The NHS
- Police and Crime Commissioners
- Third Party Providers (e.g. music teacher)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements place on us by the DfE (for example; via the school census) to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Why do we need information about parents/carers?

We need to use your personal data in order to contact you should your child be unwell or injured, to remind and update you of events and to allow your child access to certain interventions.

How do we look after parents/carers personal data and keep it safe?

Access to your personal data will be limited to school staff who need to know about you. Information held on paper files are securely stored at the school and information stored on computer will be held securely behind passwords and other measures.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact the school office or Head Teacher. The school will, on an annual basis, share individual Data Collecting Sheets with you in order to ensure that our records are accurate and up to date. (From September 2018 we are going to send out blank data collection sheets for you to write your amendments on and for you to return to the school office. This is so that if the children lose the blank sheets they will not contain any sensitive information).

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.or.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs L Taylor – Data Protection Lead
Bailey Green Primary School together with Bailey's Butterflies
West Bailey
Killingworth
NE12 6QL

Tel 0191 2509025 or email office@baileygreenprimary.org.uk

Bailey Green Primary and Nursery School Together with Bailey's Butterflies



A happy place to learn

Breakfast & After School Club Brochure



Bailey Green Breakfast and After School Club

I have received the Bailey Green Breakfast and After School Club Brochure. I have read the documents and am happy with the content and how issues will be dealt with. I also agree there will be an additional charge of £1 per minute if I am late collecting my child from After School Club.

Signed _____

Parent/Carer of _____

Date _____



Introduction

Bailey Green Breakfast and After School Club is a modern out of school facility that offers sessional childcare before and after school. The After School Club and Breakfast Club is situated in Bailey's Bungalow and in the main school building.

Our aim is to encourage children to develop their full potential through positive, social, emotional, physical, and intellectual experiences. We provide a secure, stimulating and relaxed environment that is specifically geared towards the needs of children with working parents or parents who need some "me" time. A variety of activities are continuously available to the children, including arts, crafts, games, sport and drama. The children are also given the opportunity to relax, read or catch up on homework in a 'quiet' area. Within the setting we have a homework area, an imaginative play area, a games area, an arts and crafts area, an eating area and there is also a lounge with a sofa and TV. There is adequate space within the building for activities and it is large enough to give scope for free movement and choice. We also have the bungalow garden to use weather permitting. We provide adequate materials for development through play which are maintained to a high standard. Equipment and materials are in sufficient supply for the number of children attending and include materials for art, collage, sport and games, dressing-up, music, jigsaws, construction toys and craft. Our facilities include an outdoor and playground area, kitchen/cooking, books and television/DVD. We also use our ICT suite in school.

Correct staff ratio is always in place with all members of the team appropriately experienced and qualified. Staff regularly attend training courses to enhance their expertise and are committed to providing a caring, friendly environment for the children.

Bailey Green Breakfast and After School Club is registered with OFSTED and continuously operates in accordance to the National Standards for Out of School Care, to ensure a safe and suitable environment is provided.

Bailey Green Breakfast and After School Club's staff members recognise and respect all different backgrounds of racial, cultural, religious and linguistic values and strive to provide appropriate activities within an environment that reflects each child's individual needs.



Opening Hours

During term-time we will be open:

Monday-Friday

Breakfast Club	7.45 am – 8.30 am (gate closes promptly at 8.00am)
After School Club	3.00pm – 5.30 pm

Fees will be given on application

A set amount for each session is charged:

Breakfast Club	7.45am	includes toast or cereal and a drink.
After School	3.00pm – 4.00pm	(no snack)
	4.00pm – 5.30pm	(with snack)

Please collect your child promptly or you will be charged £1 every minute you are late! Fees are payable in advance of at least one week along with details of bookings dates. Unfortunately we cannot let your child take up a place in the clubs without payment in advance. You can pay half termly or termly if you wish. Bookings and payments can be made using our Scopay system. If you wish to use this service please contact the school office to be given a code and be added to the extended day registers. We do not accept cash or cheque, but you can use childcare vouchers and tax free childcare. Please get in touch with the school office if you would like to use this facility. We are unable to give refunds as we will have ordered the food and staffing for the ratios. Booking places cannot be swapped with other pupils. Please note we will always be as flexible as possible to accommodate the needs of you and your child.

If your child is in our Nursery, it is school's decision to offer a place in Breakfast and After School Club as it is a very long day for your child to be in care.

Snacks and Mealtimes

At Bailey Green Breakfast and After School Club we make snacks and meals a social time where children and adults eat together. Staff plan the menus for snacks and meals considerately in order to provide all the children with healthy and nutritious food. We would be grateful if you could inform us of any specific dietary needs or requirements your child may have so we can then adapt accordingly.

Registration

All children attending Breakfast Club are registered by Breakfast Club staff. Children attending After School Club meet in the school library to be registered. On collection, children need to be signed out by their parent/carer.

Staffing

All staff who work in Bailey's Bungalow are current employees at main school, thus ensuring the continuity from school to the extended day is seamless.

Collection by parents

Your child will be brought out to you for collection.

Policies and Procedures

Copies of our policies and procedures are available for parents and carers to read at any time. Please do not hesitate to ask a member of staff if you wish to see them. Our policies help us to ensure that the service we provide is of a high standard and that both the children attending and their parents or carers achieve the maximum benefit and enjoyment possible.

The staff at Bailey Green Breakfast and After School Club regularly work together to adopt the policies and have the opportunity to partake in the annual review of them. This review allows us to assess whether the policies are enabling us to continually provide a high quality service for the children, parents and local community.

Illness

If your child becomes ill during their time at Breakfast or After School Club we will make them as comfortable as possible but will contact you. No medication other than medicine prescribed by your GP (4 times a day only) can be administered. A prescribed medication form must be completed.

If your child has an accident this will be recorded and you will be informed.



Bailey Green Breakfast and After School Club Values

1. The child must always be the centre of the process. The opportunities provided and the organisation, which supports co-ordinates and manages these, should always start with the child's needs and offer sufficient flexibility to meet these.
2. Play should empower children. Staff should affirm and support a child's right to make choices, help them discover their own solutions and encourage them to play and develop at their own pace and in their own way.
3. Although play may sometimes be enriched by the participation, adults should always be sensitive to children's needs and never try to control a child's play so long as it remains within safe and acceptable boundaries.
4. Every child has a right to a play environment. which stimulates and provides opportunities for risk, challenges and the growth of confidence and self esteem.
5. The contemporary environment in which many children grow up does not lend itself to safe and creative play; all children have the right to the opportunity to play free from hazard in an environment which ensures physical and personal safety, in a setting where the child can ultimately feel physically and personally safe.
6. Every child is an individual and has the right to be respected as such; each child should feel confident that individuality and diversity are valued by the adults who work and play with them.
7. A considerate and caring attitude to individual children and their families is essential to competent play work and should be displayed at all times.
8. The setting strives to enhance development through play and does not condone prejudice, racism or sexism. Adults involved in play should always promote equality of opportunity and access for all children, and seek to develop anti-discriminatory practice and positive attitudes to those who are disadvantaged.
9. Play should offer the child opportunities to extend his or her world and therefore physical, social and cultural settings beyond their immediate experience.
10. Play is essentially a co-operative activity for children both individually and in groups. Staff should always encourage children to be sensitive to the needs of others; in providing play opportunities, they should always seek to work together with children, their parents, colleagues and other professionals and where possible, make their own expertise available to the wider community.
11. Play opportunities should always be provided within the current legislative framework relevant to children's rights, health, safety and general well being.
12. Every child has a right to an environment in which to play and learn, and such environments must be accessible to children.



Complaints procedure

Statement of intent

Our setting believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

Aim

We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

Methods

To achieve this, we operate the following complaints procedure. All settings are required to keep a 'summary log' of all complaints that reach stage 2 or beyond. This is to be made available to parents as well as to Ofsted inspectors.

Making a complaint

Stage 1

- Any parent who has a concern about an aspect of the setting's provision talks over, first of all, his/her worries and anxieties with the Team Leader on duty. Most complaints should be resolved amicably and informally at this stage.

Stage 2

- If this does not have a satisfactory outcome, or if the problem reoccurs, the parent can escalate to Stage 2 of the procedure by putting the concerns or complaint in writing to the Headteacher.
- The setting stores written complaints from parents in a locked filing cabinet. However, if the complaint involves a detailed investigation, the Team Leader may wish to store all information relating to the investigation in a separate file designated for this complaint.
- When the investigation into the complaint is completed, the Team Leader for the day meets with the parent to discuss the outcome.
- When the complaint is resolved at this stage, the summative points are logged in the Complaints Summary Record.

Stage 3

- If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the Team Leader and the Headteacher.
- The parent should have a friend or partner present if required and the Team Leader should have the support of the Headteacher.
- An agreed written record of the discussion is made as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it.

- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, the summative points are logged in the Complaints Summary Record.

Stage 4

- If at the Stage 3 meeting the parent and setting cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.
- Staff or volunteers within the Club are appropriate persons to be invited to act as mediators.
- The mediator keeps all discussion confidential. Separate meetings can be held with the setting and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice they give.

Stage 5

- When the mediator has concluded her/his investigations, a final meeting between the parent, the Team Leader and the Headteacher is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

The role of the Office for Standards in Education, Early Years Directorate (Ofsted) and the Area Safeguarding Children Committee.

- Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of the setting's registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the National Standards for Day Care are adhered to.
- The telephone number of our Ofsted regional centre is:

0300 123 1231

- If a child appears to be at risk, our setting follows the procedures of the Area Safeguarding Children Committee in our local authority.
- In these cases, both the parent and setting are informed and the setting Team Leader works with Ofsted or the Area Safeguarding Children Committee to ensure a proper investigation of the complaint, followed by appropriate action.

Records

- A record of complaints against our setting and/or the children and/or the adults working in our setting is kept, including the date, the circumstances of the complaint and how the complaint was managed.

- The outcome of all complaints is recorded in the Complaints Summary Record which is available for parents and Ofsted inspectors on request.

Bailey Green Primary and Nursery School Together with Bailey's Butterflies



A happy place to learn

Policies



Dear Parent/Guardian

Acceptable Use Policy and Parental Permission for use of the Internet ICT Code of Conduct

The school has now successfully updated all of its ICT equipment and improved its access to the Internet – this gives us even greater access to the world wide web, email and video conferencing facilities. The school firmly believes that access to the internet and email is an essential element of the curriculum and their use is becoming increasingly important in modern society.

However, as many of you are aware there is a considerable amount of material on the internet that is potentially offensive or upsetting. Access to inappropriate material on the Internet is controlled within the LEA through the use of software that blocks access to such sites by blocking the site completely or by scanning its content for bad language etc. However, as a parent/guardian you should be aware that no such system is fool-proof. As a result and in line with government guidelines, we have produced an Acceptable Use Policy for staff and pupils at Bailey Green Primary School. A copy of the pupil policy is attached.

As a school we require that all pupils have written parental consent before they are allowed to have access to the internet. For logistical simplicity we would like to allow your child to have either full or no access to the internet. Limiting access for individuals would not be possible to manage.

A significant part of our ICT Policy centres around helping pupils to understand their own responsibilities as internet users and time will be spent in school reviewing the policy with **all** pupils to ensure that they are aware of all the relevant issues.

Should you wish to discuss any concerns or issues that may have arisen as a result of this letter please do not hesitate to contact me.

Many thanks for your time and consideration.

Mrs L R Taylor
Headteacher



BAILEY GREEN PRIMARY AND NURSERY SCHOOL TOGETHER WITH BAILEY'S BUTTERFLIES

Internet Access Rules

The school has installed computers with Internet access to enhance your learning.

The following rules are designed to keep you and others safe.

These are the rules you will agree to follow.

- I will only access the system with my own login and password.
- I will not access other people's files.
- I will use the computers for school work.
- I will not bring in memory sticks and or CD ROMs without my teacher checking them.
- I will ask permission from a member of staff before using the Internet.
- I will only E-mail people that my teacher has approved.
- The messages I write will be polite and responsible.
- I will never give my home address or telephone number, or arrange to meet someone.
- I will report to a teacher anything that makes me feel uncomfortable.
- I understand that the school may check my computer files and messages, and may monitor the Internet sites I visit.

Anyone who breaks these rules will be denied any further access to the Internet.



Bailey Green Primary and Nursery School Together with Bailey's Butterflies

Access Use Policy Permission Form

Think then Click



We ask permission before using the internet.



We only use websites our teacher has chosen.

We immediately close any webpage we don't like.



We only e-mail people our teacher has approved.

We send e-mails that are polite and friendly.



We never give out a home address or phone number.

We never arrange to meet anyone we don't know.



We never open e-mails sent by anyone we don't know.

We never use internet chat rooms.



We tell the teacher if we see anything we are unhappy with.



ICT including the internet, e-mail and mobile technologies, etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these e-safety rules with your child and complete and sign the permission agreement on the next page. If you have any concerns or would like to discuss further please contact us.



Bailey Green Primary and Nursery School **Together With Bailey's Butterflies**

Facebook and Twitter Policy

Rationale:

Maintaining an online presence is vital for schools in terms of keeping parents and carers up to date with what's happening in school and to update with any letters and newsletters. Having a school website is an essential part of this, but web users must specifically visit the school website regularly to receive the information. By having a facebook and twitter page, the school is feeding school information, photographs, news and notices directly into the personal news feeds of parents and the wider school community.

The Facebook Team:

The school will be working in partnership with 3 parents to administer the facebook page and twitter will be administered by school staff to keep parents up to date with information.

- 3 Administrators of the facebook page (The Headteacher and 2 school staff)
- All professionally qualified
- All hold a current DBS check
- School staff will keep twitter updated

Aims of the page:

The purpose of having a school Facebook and Twitter page is:

- To create a community of informed and prepared parents in support of their child/ children's education.
- To drive an efficient and effective way of ensuring all communication is reaching the target audience in a timely manner.
- To provide a question and answer facility to ensure clarity can be provided, factual information given and allow ideas to be swapped.
- To continue to advance our school communication system with information shared via Facebook, along with the existing methods of paper letters, text messages, email, and the school website.
- To publicise school events, and increase awareness about school fundraising.
- To announce any updated information that appears on our website via Facebook.
- To make school announcements (e.g. times for returning back from a trip).
- To show parents photographs of the children throughout the day.

1. Introduction

Bailey Green Primary and Nursery School and Bailey's Butterflies Facebook page is run in partnership by the school and the parents. It is managed by the Headteacher and five admin staff, including 2 school staff and 3 parents.

The page is designed to:

- Inform, engage and communicate with parents, carers and other family members.
- Recognise, celebrate and promote the work of the school and its students.
- Communicate and reinforce school policies and good practice.

Postings will include updates on everyday school life, activities, clubs, events, useful information, and suggestions.

The Twitter page is ran by school staff who will post photographs of the children throughout the school day. It's a brilliant way to show parents what the children have up to.

2. House Rules for Facebook

- No naming of children to be used in any post (other than own child/ children and it must be relevant to the post/ comment)
- No naming of parents/ school staff to be posted in a negative or derogatory way
- No negativity or complaints about the school - if there is an issue then take it up with the school directly
- No advertising
- No swearing or bad language
- If any of the above are not adhered to then your comments will be deleted immediately
- Persistent offenders will be removed by admin
- The admin decision is final
- No contacting the administrators directly
- No photos of school staff or children to be uploaded
- All concerns relating to school policies, procedures or incidents in school to be taken up directly with the school and not put onto the Facebook page

3. Posts and Comments on Facebook

- The Headteacher and admin staff will be responsible for updating the page on a regular basis. The administrators will communicate in a positive, accurate, respectful and responsible manner. They will uphold and promote the values of the school vision statement at all times.
- All parents and carers are also welcome to post their questions and queries on the page, and to like, share and comment on postings. We would request that they do so in a similarly positive, respectful and constructive manner.
- If followers have any specific concerns, particularly related to their own or other child/children, we ask that they do not post these on the page timeline and encourage them to speak directly to the Head/Class teacher.
- Under no circumstances should any child/children be named or described on the page. This is due to data protection and the legal responsibility we have to keep the children safe.

4. Photographs and videos

- Parents are asked to fill in a permission form for the school to use their child's photograph on school publicity materials but they will not be used on Facebook.
- Only authorised administrators have permission to upload photographs and videos on to the page. This is because they are aware of the parental permissions held by the school. It will be very little or not at all that this will happen.
- No-one else is permitted to post any photographs or videos on to the Facebook page. The setting allowing people to post or tag photos will be turned off.
- No children will be tagged or named fully in relation to a photo directly on the page. However, there may be links to the school website where children may be photographed and named.

5. Site moderation

- The page will be moderated daily by administrators that are authorised by the Head Teacher.
- All visitors to the page are asked to inform the Head Teacher of any inappropriate comments, behaviour or concerns they have relating to the page.
- We encourage parents and carers to post regularly on the page.

6. The Administrators role

The administrators will:

- Respond appropriately and impartially to all comments
- Will not allow anyone to be insulted

7. Misuse

- In the event that an inappropriate or offensive comment is made it will be recorded by an administrator (screen shot) and brought to the urgent attention of the Head Teacher. The Head Teacher will speak to the individual(s) involved and explain the purpose and ethos of the page, and why their comment / behaviour is inappropriate or offensive. We will remove the posting immediately. Ultimately, the Head Teacher reserves the right to remove any comments that are deemed inappropriate. This may have to be reported to the police.
- In the event that a child is described or named (whether in the main post or within comments), it will be recorded by an administrator (screen shot), immediately deleted and brought to the urgent attention of the Head Teacher.
- In the event that an inappropriate or offensive comment is made by someone who is unconnected to the school, the Head Teacher will respond accordingly. The response will depend on the content of the post but may include contacting the user via private message, deleting the comment and banning the user, or reporting the post to relevant external bodies.
- If any individual repeatedly makes inappropriate comments (two times or more), the administrators have the discretion to ban the offending individual from the page and (where appropriate) report the offender to relevant external bodies.

8. Restrictions

- The page is designed as a communication tool to engage with parents and carers. It is therefore restricted to people over 18 years of age.
- Where a parent is under 18 years old, permission will be granted at the discretion of the Head Teacher.
- The Head Teacher also has the discretion to remove or ban any followers that are known to be under 18 years old.

Thank you in advance for your support with our Facebook page but as you can appreciate this is to keep you and your child safe.

To be added to the Facebook page:

You must request to follow 'Bailey Green School News', answer all the questions and you will be accepted.

When your child leaves Bailey Green Primary School or Bailey's Butterflies you will immediately be removed from the page.

