

British Forces School Naples



Information Booklet for Parents

CONTENTS

Welcome Letter to Parents	3
Service Children's Schools	4
Aims of British Forces School, Naples	5
<u>School Organisation</u>	
Organisation and staff	6
Admission and Transfers	7
The School Day	8
Transport	8
Snack and Lunch	9
School Uniform and equipment	10
Medical and Safety	11
<u>Our Curriculum</u>	
Subject overviews	12 - 17
Special Educational Needs	17
Homework	18
Special Events and Educational Visits	18
Extra-Curricular Opportunities	19
Code of Expected Behaviour	20
Anti-bullying	20
Home School Liaison	21
Contacting the school	21
Absence from School	21
Friends of the British Forces School	22
The School Governance Committee	22
Complaints Procedure	23



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WORKING TOGETHER FOR THE SUCCESS OF ALL

Dear Parents

I would like to welcome you to Naples and especially to our school.

We are very proud of our achievements and everyone at the school will work very hard to ensure your child is happy and makes good progress. Italy is a beautiful country and Naples has much to offer, with many historical and geographical sites to visit. Our Curriculum builds on these opportunities and provides the children with a wide and varied range of experiences.

We believe you play an essential role in your child's education. There are numerous opportunities to support your child in school, from helping with homework, volunteering for school visits, helping in school or sharing any special skills you may have. We welcome parents as partners and believe your partnership with us is key to your child's learning. Our school is friendly and open and we welcome the opportunity to discuss our work, any concerns or questions.

This booklet outlines our work and will help to answer some of the questions you may have.

On behalf of all the staff, I wish you a successful and enjoyable stay in Naples.

Yours sincerely

Mrs Rebecca Robinson
Headteacher

MINISTRY OF DEFENCE SCHOOLS

Ministry of Defence (MOD) Schools is part of the MOD. MOD Schools provides schools and educational support for children of the UK armed forces; Ministry Of Defence personnel and MOD sponsored organisation stationed overseas. MOD Schools are intended, as far as possible, to provide the same pattern of education as that given in England. The education will therefore mirror that provided in England under the Education Acts, although these have no legal validity overseas. For further information visit <https://www.gov.uk/government/collections/service-childrens-education>



The British Forces School (BFS) is located in Lago Patria. The building is a brand new purpose built school which was officially opened on 17th June 2011. The school has well equipped classrooms, small group teaching rooms, a spacious hall, library and specialist teaching rooms for food technology, art and ICT. There is also a large playground and sports court.

The school is a Primary School with a Foundation Stage (Nursery) Unit to educate children from 3 – 11 years of age when they move to Secondary School. The Foundation Unit offers places for children from the term after their third birthday for fifteen funded hours per week arranged over five mornings. The school follows the English National Curriculum and is regularly inspected by Ofsted.

AIMS OF BRITISH FORCES SCHOOL, NAPLES

At BFS our School Motto and principle aim is:

WORKING TOGETHER FOR THE SUCCESS OF ALL

In addition the school aims in no particular order to promote:

- The development of a child's lively enquiring mind, imaginatively, creatively and honestly. To develop the ability to question and discuss matters rationally.
- The acquisition and development of attitudes and skills which encourage learning that is meaningful, enjoyable and relevant, using a broad range of appropriate work and structured play, throughout both key stages, enabling each child to develop to their full potential.
- A planned progression of work throughout the school, building on each child's individual experience and skill level.
- A sense of responsibility, confidence and independence towards work and behaviour, fostering a child's feelings of pride and achievement.
- Constructive relationships between home, school and the community based on trust, communication, shared values and understanding.
- Equal opportunities and the positive elimination of gender stereotyping, with understanding and respect of self and others and for different races, religions and cultures, especially the host nation.
- The development of the appropriate skills, knowledge and understanding to have the confidence, creativity and capability to use ICT throughout their lives. We will enable our children/staff to learn about ICT, develop an increasing range of ICT skills and learn how to use them in a range of subjects. We will enable them to become thoughtful and independent users of ICT.
- Experiences which enable pupils to understand that every individual has an important contribution to make to the well being of the local and wider community.
- Good working relationships between all members of staff where each individual feels valued.

ORGANISATION AND STAFF

Organisation

The school is organised into vertically grouped mixed age classes. Class sizes vary throughout the school year as pupils tend to arrive and depart throughout the school year accompanying their parents. Within these classes, as is usual in primary schools, the children will work in various groupings from the whole class to mixed/ability groups and individually. The pupils benefit from excellent teacher/adult to pupil ratios which enable us to cater for the wider age ranges within the same class.

Foundation Stage	Foundation Stage 1	Age 3+ - 4
	Foundation Stage 2	Age 5
Key Stage 1	Year 1	Age 6
	Year 2	Age 7
Lower Key Stage 2*	Year 3	Age 8
	Year 4	Age 9
Upper Key Stage 2*	Year 5	Age 10
	Year 6	Age 11



* Key Stage 2 will continue to be taught in a highly effective combination of separate lower and upper Key Stage 2 classes (predominantly each morning for English and Mathematics etc. and join together for other curricular areas (e.g. afternoons for PE, Italian, RE, Music etc.)

Staffing

The school employs well qualified and experienced UK qualified teachers many of whom have worked in the UK and other MoD Schools worldwide. We also employ very good support staff who contribute to the smooth running of the school. All staff hold Enhanced Disclosures from the Disclosure and Barring Service in addition all our UK based teachers are cleared to MoD Secret Level (SC) by the DVA in Cheadle Hulme

ADMISSION AND TRANSFERS

Admission

Pupils entitled to be educated at The British Forces School are dependent primary school aged children of HM Forces or MoD UK Based Civilian personnel posted to Naples on an accompanied tour. For First Time admissions (FS1) the children can be admitted into the school the term after their third birthday.

Please note because we are a small Rest of World School, we do not have ready access to support for children with Special Educational Needs or Medical Needs. When a family wish to pursue a posting overseas, the special needs of their child should be declared to CEAS when the posting is offered if the child is not already registered with CEAS. **For entitled parents of such children it is therefore vital that they liaise with CEAS before any posting action involving being accompanied by the child / children.**

The role of CEAS, based at Upavon, is to support Service families in obtaining appropriate educational facilities for their children, and to provide high quality information and impartial advice on all aspects of education world-wide, including advice upon special educational needs / additional educational needs.

CEAS's website is:

www.mod.uk/defenceinternet/defencefor/servicecommunity/education/childreducationadvisoryservice.htm

The admission procedure is outlined as follows:

1. Parents should complete the MoD admissions forms (available on website) and return them to the School Office in good time before embarkation, ideally at the same time that the family's application for a quarter is submitted. The completed application forms can either be scanned or attached to an email sent to the school email address or faxed to the school. The School checks details from the application to ensure that individual needs can be met and once satisfied issues a Certificate of Education Clearance prior to admission.
2. Parents are encouraged to enrol their child / children on the next available school day following arrival and will need to bring a copy of the child's birth certificate and any additional documentation given by the previous school (school records, reports and samples of work etc.).

Transferring to other Schools

As soon as you know that you are leaving, please inform the school office by completing the leaver form. This gives us time to complete the necessary transfer documentation. All school documents, including reports and records of work, will be given to you to take to your child's new school, and must be signed for in the school office. Please take this with you in your hand luggage rather than your boxes so that you can pass it on to the new school as soon as possible. This will ensure a smooth transfer for your child as the new school will be able to immediately set work at the appropriate level of attainment. Please note admission procedures in UK schools vary and are localised. Parents are advised to make enquiries well in advance as to the availability of places in schools and contact CEAS to aid admission (see details above).

THE SCHOOL DAY

Main School

School Day	0825 - 1505	Monday to Thursday
	0825 - 1430	
Break	0950 – 1010	Friday
Key Stage 1 Lunch	1200 - 1300	
Key Stage 2 Lunch	1210 - 1300	

FS1	0830- 0845	Stay and Play Daily sessions
	0845–1145	

Children are supervised by a member of staff ten minutes before the beginning of school in the morning and should therefore not arrive at school before 08:15.

Summer Hours

In the extreme heat of the last few weeks of the summer term the school adopts summer hours. We will let you know the date that the school moves to summer hours through the weekly newsletter.

Main School

School Day	0825 - 1300	Monday - Friday
Break	1040 - 1100	

FS1	0830 - 0845	Stay and Play Daily sessions
	0845 - 1145	



Transport

Dedicated School buses are provided by UKNSE for children of serving UK military personnel to get children to and from school. Bus escorts are employed by the UKNSE on each bus to ensure the safety of children. When registering your child, transport arrangements will be fully explained. Please ensure, before accepting your house that it is within the school bus route boundary. All children must be taken to and collected from the buses by their parents. If you arrange for someone else to collect your child from the bus, you will need to write to the senior bus escort giving permission. If for any reason you are not at the stop to collect your child at the end of the school day they will be returned to school and looked after by staff until they can be safely collected. Please inform the bus escorts, the office and the relevant class teacher if your child is not using the bus. Detailed bus routes with up to date timetables and contact information will be given to you when your child starts school.

Assembly

The school meets the statutory requirement to provide a daily Act of Collective Worship that is non-denominational and mainly Christian in character. Assemblies are led by the Headteacher, a member of staff, the children themselves or a visitor such as the Padre. We also hold regular Celebrations Assemblies to which parents are invited. Any parent wishing to withdraw their child from the assembly should put this in writing to the Headteacher.

Snack

In Foundation Stage a mid-morning snack is provided for children. Parents are requested to make a termly donation to cover snack food costs. Pupils in Y1 – Y6 have the option of having a snack at morning break. We encourage healthy snacks. Sweets are not considered as a suitable snack item.



Lunch

We do not have the facilities to provide school meals. Children in FS2, Yr1 and Yr2 are all entitled to apply for Free School Meals funding through the NSE. All children should bring a packed lunch and drink. Please provide drinks in cartons or plastic containers, rather than glass containers. Children are supervised by a Lunchtime Supervisor as the teachers will themselves be taking a reasonable break and are not permitted contractually to supervise children at lunchtimes.

Allergies

Please be conscious that some children suffer from allergies and for those with a nut allergy it is especially dangerous. From time to time we have children in school for whom any sort of contact with nuts can be fatal. For their safety we ask parents not to send in food with nuts e.g. peanut butter or Snickers bars, and also to inform their children not to swap their food with anyone else.

School Council

We have a School Council which is elected by the children for the children. All the children belong to their Class Council and elections are held for the School Council at the start of the academic year. The School Council meet regularly following an agenda and report back to the Class Councils. The Council gets involved in the life of the school and undertakes school projects. The Council have been very instrumental in the extra-curricular club choices available, playground markings and games etc.



UNIFORM AND EQUIPMENT

School Uniform

Whilst school uniform is not compulsory it is strongly encouraged and worn by all pupils creating a school identity and sense of belonging.



Children are encouraged to wear:

- ✚ Grey or black trousers or shorts.
- ✚ Grey or black skirts or pinafore dresses.
- ✚ White polo shirts
- ✚ Blue checked summer dresses
- ✚ Suitable school shoes or sandals for summer
- ✚ Shorts and T shirt (summer) or track suit (winter) for PE with trainers or plimsolls

School Shop

We have an online shop to purchase school uniform with the company Initially Yours using the link below:

http://www.initiallyyours.co.uk/schools/british_forces_school_naples/school_uniform_and_sports_kit.htm

We also have a selection of good quality donated uniform (voluntary Euro cash donations received) and some sweatshirts/cardigans from remaining stock. You are advised to bring a good stock of items with you as they can be hard to come by and expensive in Italy.

On arrival your child will be given a school book bag. If this is lost or damaged replacements can be ordered from the school office.

All items of clothing must be marked with your child's name.

Lost Property

A lost property container is located in Reception. Parents are welcome to come into school to locate lost property.

Valuables/Jewellery

Please do not send your child to school wearing jewellery as such items can be lost or damaged and it is upsetting for all concerned. Jewellery and earrings especially should not be worn for PE lessons, as this can be extremely dangerous. The school cannot be held responsible for the loss/damage of children's belongings unless they have been specifically asked to bring things in.

MEDICAL AND SAFETY

First Aid. The school has a number of First Aid qualified staff to administer first aid. Minor cuts and bumps are treated in school and letters are sent home should your child receive a bump to the head.



Sickness and Injury. The school should always have up to date contact telephone numbers including mobile numbers. Should a child become ill during school hours we will provide facilities for him or her to rest. Normally the parents would be contacted by telephone and the matter discussed. It may be advisable for the child to be collected from school and taken home.

If a child suffers an injury at school and we consider that medical attention is required then the parents will be contacted. If time is an important factor, we will contact the Doctor at the British Clinic or Medical Centre the Emergency Room of the US Navy Hospital and if necessary transport the child there ourselves.

Medicine. If your child is ill he/she should remain at home. If the Doctor feels the child is fit enough to return to school then any prescribed medication regime should be adjusted so that it does not need to be taken during school hours. If a child unavoidably needs to take medicine during school hours, parents should come to school to administer the medicine. The child should not bring medicines with them into school.

Asthma. Inhalers can be brought into school for children who suffer from asthma once an MoD Schools Healthcare plan is completed. They should be clearly labelled and will be kept in the classroom. The child has access to his/her own inhaler whenever he/she should need it.

Head Lice. From time to time there are outbreaks of head lice among children. This is quite common but it is important that it is quickly treated. Please check your child's hair regularly, let us know if your child is observed as having head lice or head lice eggs and do not send your child back to school until he/she is clear. Parents often become upset when their child gets head lice but in fact it is quite common and nothing to be too worried about providing it is quickly treated.

Spare clothing. A certain amount of spare clothing is kept in school in case of accidents. It is all clean but may not fit perfectly. Every effort will be made to make your child comfortable and clean within the limitations of our facilities. Please wash and return any item of clothing lent to your child.

Fire Practices. Regular talks and practices are held and the children know they are to leave the building carefully and assemble in the sports court adjacent to the school.

Earthquake Practices. Regular talks and practices are held and the children know when they are to leave the building carefully and assemble in the sports court adjacent to the school.

Safeguarding procedures.

The School complies with statutory and MoD Schools guidance on the safeguarding of children. The school Safeguarding policy is available for parents on request.

E-safety.

Please see the MoD Schools e-safety parents leaflet for information on how we keep children safe when using ICT. We also hold regular parent workshops on e-safety.

CURRICULUM

The education your child will receive at British Forces School will be of the same high standard that you would expect from a school in England. The teachers are all UK Based MoD civilians (UKBCs) and are all experienced UK qualified teachers, dedicated to their tasks and sympathetic to the needs of Service children. MoD Schools all follow the statutory guidelines set out in the National Curriculum. The National Curriculum lays down that education should be both broad and balanced and while emphasis is placed on the core subjects of English, Mathematics and Science, all foundation subjects of the National Curriculum including Religious Education, PSHE (Personal, Social, Health, Education) and Italian are also taught from Foundation Stage to Year 6. As with other schools we place great emphasis on teaching children the basic skills they will need later in life. Children in our care learn to read, write and handle numbers in an atmosphere of warmth and understanding. We recognise that children are individuals and teachers are sensitive to the fact that each child will develop at its own rate. We encourage each child to fulfil his or her potential and expect that everyone will do their best. When planning we aim to make learning enjoyable, whilst teaching both the knowledge and skills needed to become a life long learner.

The Early Years Foundation Stage

The Early Years Foundation Stage Curriculum is taught with children working towards the Early Learning Goals. Please request a copy of our 'Getting Ready for School' booklet for the Early Years.

English

English is taught in accordance with the National Curriculum in England. In essence this is concerned with teaching children to read fluently and write for a range of purposes observing grammatical styles in a legible neat handwriting style. Spelling and speaking and listening skills are taught. Young children are taught phonics and word building skills using the Government 'Letters and Sounds' programme from an early age. Each week children are taught reading and writing skills through 'Guided Reading' and 'Wonderful Write' strategies. The aims of the programmes are for children to:

- ✚ learn to read fluently, to understand and enjoy books
- ✚ use a variety of books
- ✚ use a range of reading strategies
- ✚ obtain information from books using contents and index pages
- ✚ use discussion in order to learn; they should be able to elaborate and explain clearly their understanding and ideas
- ✚ understand how letters build sounds in words and use this to read and spell accurately
- ✚ have an understanding of grammar and knowledge of linguistic conventions for reading, writing and spoken language
- ✚ write clearly, accurately and coherently, adapting their language and style in and for a range of contexts, purposes and audiences
- ✚ plan, draft, re-read and check their own writing
- ✚ Children are also encouraged to read independently and will bring home books to read as part of their homework.

Children are encouraged to use their literacy skills in many other subjects of the curriculum through careful cross curricular planning: e.g. reference skills in history, report writing in geography, drama skills in RE etc.

Mathematics

The Mathematics National Curriculum is used for planning work and aims to enable children to:

- ✚ be confident, competent and proficient with numbers and measures
- ✚ develop fluency and reasoning - the skills which allow problem solving to happen
- ✚ Successfully use algebraic thinking which supports both fluency and reasoning.
- ✚ be able to tackle mathematical problems independently
- ✚ have a sense of size of a number and where it fits in the number system
- ✚ know by heart number facts such as number bonds, multiplication tables, division facts, doubles and halves
- ✚ use what they know by heart to figure out answers mentally
- ✚ calculate fluently, accurately and efficiently, both mentally and on paper, drawing on a range of calculation strategies
- ✚ recognise where it is appropriate to use a calculator - and where it is not - and be able to use one effectively
- ✚ make sense of number problems, including non-routine problems and recognise the operations to solve them
- ✚ explain their methods and reasoning using correct mathematical terms.

Investigating shape in Maths

Areas of Mathematics covered throughout Key Stages 1 and 2 include: Using and applying mathematics; Counting and understanding number; Knowing and using number facts; Calculating; Understanding shape; Measuring (time, length, volume, capacity); Handling data.

Science

Science is taught using the National Curriculum programmes of study. The aims of the science teaching at the British Forces School are for children to work scientifically to:

- ✚ show accurate knowledge and understanding across the National Curriculum programmes of study for Key Stages 1 and 2
- ✚ use and develop their scientific understanding through planning and carrying out their own scientific investigations
- ✚ apply their knowledge and skills to unfamiliar contexts
- ✚ show an appreciation of the nature of scientific knowledge
- ✚ understand the contribution science makes to society
- ✚ communicate scientific findings, using mathematical, scientific and geographical skills, and to use computers to store, retrieve and present information.

Art and Design

Art and Design is often taught in a cross curricular way with an emphasis on the teaching of skills and the development of creativity. The pupils are taught about the great contributors to the subject e.g. artists of note. All pupils are encouraged to evaluate their work.

Y5/6 Tudor textile work



Computing

MoD Schools are using a scheme which has been created by the Herts for Learning Computing Curriculum Team to support the teaching of computing, including computer science, information technology, digital literacy, and the safe and appropriate use of technology. It is designed to evolve to embrace new technologies and the latest thinking as well as to meet statutory curriculum requirements.

The school is well equipped with a fully networked computer system, a computer suite and interactive white boards in each classroom and wireless internet access, the use of which is strictly controlled for children.

Writing a programme for a computer controlled toy

Design Technology

In Design & Technology the pupils are encouraged to problem solve, design, make and test their prototypes. There is an emphasis on knowing the origins of foods and the preparation of more savoury rather than sweet dishes. The pupils are taught about the great contributors to the subject e.g. designers of note. All pupils are encouraged to evaluate their work.



Making moving toys using camshafts

Geography

Geography inspires in pupils a curiosity and fascination about the world and its people that will remain with them for the rest of their lives. Children will be taught knowledge about diverse places, people, resources and natural and human environments, together with a deep understanding of the Earth's key physical and human processes. As pupils progress, their growing understanding about the world should help them to deepen their understanding of the interaction between physical and human processes, and of the formation and use of landscapes and environments. Children will also take part in fieldwork to observe, measure, record and present the human and physical features in the local area using a range of methods, including sketch maps, plans and graphs and digital technologies.

Year 1 and 2 visit to Herculaneum

History

History enables pupils to gain a coherent knowledge and understanding of Britain's past and that of the wider world and inspires pupils' curiosity to know more about the past. Children will be taught to ask perceptive questions, think critically, weigh evidence, sift arguments, and develop perspective and judgement. History will also help pupils to understand the complexity of people's lives, the process of change, the diversity of societies and relationships between different groups, as well as their own identity and the challenges of their time. Children in Key Stage Two will also take part in a local history study.

Languages: Italian

The teaching of a Foreign Language has a long tradition at the school and although it is only compulsory for KS2 in fact all pupils are taught aspects of the Italian language and culture in their twice weekly lessons. The emphasis is on practical communication with the pupils being introduced to vocabulary and grammar structures as is age appropriate through a range of stimulating learning experiences e.g. role play, games and songs.



**Pulchinello and Arlecchino –
Commedia Dell'Arte characters**

Music

Children study music of different styles and from different periods and cultures, as well as having opportunities to engage in a variety of musical activities. These range from singing, composing and evaluating music and experimenting with rhythm and sound to playing both tuned and percussion instruments. In addition, the school offers subsidised music lessons for individual instrument tuition in conjunction with a local music school. Please ask in the school office on arrival if you are interested.

Physical Education

Our programme consists of half termly units that develop good co-ordination of mind and body and to allow children to express themselves physically in a range of sports skills, athletics, gymnastics, dance and swimming.

Termly Swimming lessons are held throughout the year at a local sports centre for all children of statutory school age (FS2 - Y6). The school follows the ASA award scheme.

Religious Education

The MoD Schools RE Syllabus is followed this enables the children to develop their knowledge and understanding of Christianity and other World Faiths as appropriate to their age and ability. All children are expected to take part in religious education unless parents withdraw their child from Religious Education in writing to the Headteacher.

Year 5 and Year 6 visit Christ Church Naples

Personal, Social and Health Education (PSHE)

PSHE is taught to all children throughout the school to encourage healthy attitudes to themselves and to others. We also implement the Government Primary National Strategy 'Social and Emotional Aspects of Learning' (SEAL) programme and this underpins our assembly themes and class PSHE lessons.

Sex and relationship education (SRE)

The sex and relationship education policy has been agreed by the School's Governance Committee and covers human development and changes at puberty. The policy is available on the school website. It forms an integral part of the Personal, Social and Health Education Framework. Parents are routinely invited to preview and discuss the materials and resources used prior to the programme being taught. There is the right to withdraw your child from part of the programme if you wish.

Assessment

Teachers are continuously assessing progress and keeping a record to inform them of the next stage in all curriculum areas. In addition, children in FS2, Year 1, Year 2 and Year 6 are assessed in accordance with statutory assessments which are reported to parents. In FS2 this is the completion of the Early Years Foundation Stage Profile (EYFSP). In Y1 it is the Phonics screening check. In Y2 this is through using some standard assessment tests/tasks (SATS) to inform teacher assessment while in Y6 the children undertake national test/task (SATs). Other year groups are assessed by teachers and may undertake national optional tests, together with other school based assessments to support the teacher judgements made. Teacher assessments are shared with respective parents during parent consultation meetings and through the end of year written reports to parents.

Special Educational Needs

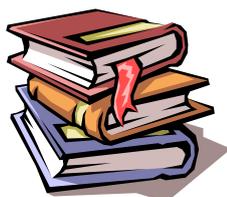
We are a very small 'Rest of World' school and do not have ready access to support for children with Special Educational Needs or Medical Needs (see the admissions section above re: admissions of children with special needs)

Where children have needs that can be met within the school's resources, these are managed in the classroom environment and in full co-operation with parents. There is a Special Educational Needs Co-ordinator on the staff whose responsibility it is to support the class teacher in dealing with children who have identified special needs. All children with SEN are taught in mainstream classes and their needs are met by the production of an Individual Education Plan (IEP). These may be supported in class by a learning support assistant (LSA) in addition to the class teacher. Parents are always informed if an IEP is drawn up and invited to school to discuss its contents and to offer support at home

Where on-going needs prove / become more significant, the school will follow the MoD Schools SEN policy and involve outside agencies such as Speech and language therapist, Educational Psychologist as required with the parents knowledge and agreement. In some cases, due to the location of the school a decision may have to be made re: whether the pupil's ongoing needs can be met at The British Forces School.

Our policy is in line with the UK Code of Practice which gives guidance and lays down specific stages of Special Needs. Parents are fully informed and involved at each stage of the process and your permission is sought prior to requesting advice from an Educational Psychologist or Child Guidance Service. **It is important that the school is informed of any previous support your child has had, or any concerns you may have, so that we can continue to meet your child's needs.**

Homework



The purposes of homework are:

- ✚ to encourage children to develop the skills, confidence and motivation to study at home
- ✚ to consolidate and reinforce the skills and understanding developed at school
- ✚ to extend school learning, for example through additional reading
- ✚ to develop and sustain the involvement of parents in their children's learning and to keep them informed of the work children are doing
- ✚ to utilise the resources for learning, of all kinds, at home.

As a guide, Government guidelines suggest the following time allocation for homework:

✚ Foundation 2	1 hour per week
✚ Year 1	1 hour per week
✚ Year 2	1 hour per week
✚ Year 3/4	1.5 hours per week
✚ Year 5/6	2.5 hours per week

Homework will always be a follow on from work covered in school and should not present anything that children have not seen before – unless asked to undertake a piece of research. If your child is finding any of the work set too challenging, please make an appointment to see the class teacher who will be happy to discuss it with you.

Special events and educational visits

Throughout the year, theme weeks are held such as Anti-bullying, Enterprise, Creative Arts and Eco Week. These opportunities further enhance the curriculum for children and bring learning to life. In addition class teachers organise a range of educational visits as part of the curriculum theme examples of which include the fire station, hospital, Cuma, Herculaneum, Coast of Naples etc.

Extra Curricular Opportunities

After School Clubs

We aim to offer extra-curricular club activities to all children of statutory school age at some point throughout the school year, depending on the availability of volunteers to help to run clubs. These are offered on an entirely voluntary basis by staff and parents from 3.15pm until 4pm on Wednesdays at certain times during school terms and occasionally lunchtimes. These clubs have included various sports, cycling, creative arts, cooking, Science, Eco, lego, and first aid course.

BEHAVIOUR

Approach. At BFS we use a system of behaviour management that focuses on the behaviour rather than the child. The school has a very positive and friendly atmosphere. We aim to foster good manners, respect and responsibility. Rules and consequences are decided upon and agreed with the children for all levels from the playground to the classroom. We reward good behaviour and apply sanctions where behaviour is inappropriate. At all times all adults in school endeavour to model appropriate behaviour and good manners. We rarely have consistent or extreme bad behaviour, including bullying, but if it is exhibited by a child then the parents of this child would be invited to the school to discuss the matter.



School and class rules

The school follows a set of 'Golden Rules' which are fully discussed with the children. In addition to the Golden Rules, the children are involved in the construction of a set of class rules that are age appropriate that reinforce the school's "Golden Rules" each year. Both the "Golden Rules" and the classroom rules are displayed in the classrooms. These are reinforced through the PSHE Curriculum, reward systems operated in each class and Celebrations Assembly where children are rewarded for demonstrating good behaviour, attitude to learning and achievement.

- ✚ Do be gentle
- ✚ Do be kind and helpful
- ✚ Do work hard
- ✚ Do look after property
- ✚ Do listen to other people
- ✚ Do be honest

Anti-bullying

We consider ourselves fortunate that bullying is not a feature of our school. We take seriously and investigate any child perceived allegation.

We don't allow unkind or cruel behaviour in our school. But not all unkind behaviour is bullying.

The key characteristics that turn unkindness into bullying are:

- that it is repeated and goes on over time;
- that it is deliberate and not accidental;
- that it involves the person doing the bullying in having some sort of power over the person experiencing the bullying.

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately.

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school.

We have a duty of care to ensure our young learners are empowered to tackle bullying should it ever occur (including once they are posted from Naples). As such we raise awareness through participating in National anti-bullying week and as appropriate during assemblies, Circle Time and other classroom activities.

HOME AND SCHOOL LIAISON

Home School Contact. We operate an open door policy and as such parents are welcome to come into school at anytime. Generally speaking, the start of the day is very busy and whilst teachers will be available, it may not be the best time for a detailed discussion. Where parents need to share key information that is relevant for the day ahead, this is appropriately shared on arrival in the morning. Otherwise parents are encouraged to make an after school appointment when the matter can receive the undivided attention of the teacher.



Newsletters. Weekly newsletters are sent home each Thursday. Please check your child's bag each Thursday **and please read the letter!** The letter is also displayed in Reception and posted on the school website in the newsroom section.

Telephone the school. Where parents need to contact the school during the day they are welcome to telephone the school to provide information or make an appointment.

Keeping contact details up-to-date. If for any reason your home, mobile or work number should change, please let us know as soon as possible so that we can ensure our contact details are always up-to-date.

Parent Consultations. The school arranges Parent Consultation meetings in Term 1 and Term 2 to discuss individual pupil progress. Additionally an annual report will be written on the progress of you child during the academic year.

Absences from School. It is not helpful to your child if he/she misses school. Illness is unavoidable so every effort should be made to ensure that your child misses no other school time. In the event of an illness parents should contact the school during the morning of the first day of absence. Parents should endeavour to make routine appointments outside of school hours. Where this is not possible then parents should advise the school in advance of the appointment. If it is necessary for your child to be absent from school for a portion of the day your child must be "signed out" in the book located in Reception.

Holidays during term time. The government issued amendments to 'The Education (Pupil Registration) (England) Regulations 2006. These amendments came in to force on 1 September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Therefore our school will only authorise holidays in line with these regulations (see Attendance Policy).

They are:

a. **Exceptional circumstances.** Parents can apply to the Headteacher using the Application Form. By definition this is decided upon by the Headteacher on a case by case basis. Examples of 'exceptional' would include bereavement or serious illness of relatives, medical needs where treatment is required in the UK by the child's primary care giver etc. Another example would be where service parents are employed in crucial roles and therefore, to fulfil the needs of the regiment, can't take leave at the same time as other service parents.

Home School Agreement. Like all schools in UK we have a home school agreement and you and your child will be invited to sign it following enrolment.

Volunteer Helpers. We welcome voluntary assistance from parents and other adults subject to the outcome of required security checks. If you feel that you would like to volunteer your assistance please get in touch with us, as your offer will be greatly accepted.

SCHOOL GOVERNANCE COMMITTEE (SGC)

Every MoD School has a School Governance Committee (SGC). The SGC is a team of people who work to improve the outcomes for the children.

Areas of interest for the Committee are expected to follow broadly those that are discussed at meetings of Board of Governors in the UK. It is consulted in such matters as:

- ◆ Priorities in the School Improvement Plan.
- ◆ Standards
- ◆ Head Teachers proposals for the allocation of the schools delegated budget.
- ◆ Review of OFSTED Reports and other external inspections.
- ◆ Whole School Policy.
- ◆ Sensitive or potentially controversial matters involving the school.

Please contact the school for details of the current SGC members or if you would like to become a Parent Representative when the next vacancy arises.

FRIENDS OF THE BRITISH FORCES SCHOOL (FoBFS)

The Friends of the British Forces School is a very active committee which mirrors a parent/teacher association. News of activities organised by this committee is circulated by the School and other community outlets e.g. HIVE. An Annual General Meeting is held during the Autumn Term to which all parents are invited. The Chair always welcomes new members to the Committee. Please contact the school office for more information if you would like to be involved.

SCHOOL FUND

The School Fund is a small “non-public” fund used to purchase some locally obtained consumables as part of the curriculum such as cooking ingredients etc. Fundraising activities take place from time to time to purchase extra equipment for the children’s use and for some day-to-day expenses.

COMPLAINTS PROCEDURE

We believe that our school provides a good education for all our children, and that the staff work very hard to build positive relationships with all parents. However, the school is obliged to have procedures in place in case there are complaints by parents.

1. If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school, and are making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress.
2. Where a parent feels that a situation has not been resolved through contact with the class teacher, they should make an appointment to discuss the matter with the Assistant Headteacher. Most complaints are normally resolved at this stage.
3. In the rare event that the situation has not been resolved through contact with the Assistant Headteacher, they should complete a complaints form available from the School and make an appointment to discuss it with the Headteacher. The Headteacher considers any such complaint very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.
4. In the rare event that the situation has not been resolved through contact with the Headteacher, they should complete a complaints form to refer the matter to the Complaints Sub-Committee of the SGC using the complaints form. This Sub-Committee (which must not include the Headteacher or any staff member) will consider the complaint accordingly.

The extant Complaints Procedure for MOD Schools issued by Directorate Children and Young People (DCYP) is available on the School website (cLc) and a paper copy can be provided on request.