

BURFORD SCHOOL



Burford School & Nursery

'Enjoy, Achieve, Succeed Together'



INFORMATION PACK

2025/2026



valid 2013-2016

Welcome

Welcome to Burford School. The school prides itself on its teaching expertise, high academic achievements, stimulating working environment and positive atmosphere.

OFSTED feedback which I feel sums up our school wonderfully:

- ...you lead with the determination that pupils will be successful in all aspects of school life, academically, socially and emotionally.
- Leaders have ensured that the curriculum is broad, exciting and taught to a high standard.
- Burford is a happy and harmonious school. Staff are highly committed, with one governor commenting, "They have Burford running through their veins."
- Pupils enjoy attending school. They say that their lessons are fun, with one pupil adding, "We have to use our brains."
- Pupils appreciate many aspects of school life, including trips, sport and the choir.
- One parent, summing up the views of many, commented: "Burford looks after the 'whole' child, developing confident children who are ready to take their next steps in this world."
- Pupils love reading at Burford. They talk confidently about their favourite authors and books, about what they are reading and what they want to read next.
- The buzz around reading is tangible throughout the school. Leaders ensure that there is a clear progression in how pupils are taught comprehension skills. Consequently, pupils, including those who are disadvantaged, make strong progress in reading.

Mrs Marshall
Headteacher



EYFS Staff



Mrs Hyatt
EYFS & KS1 Lead



Mrs Phillips
Sycamore Teacher



Mrs Martin
Holly Teacher



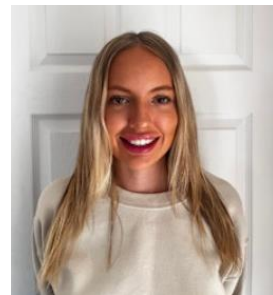
Mrs Nash
Holly Teacher



Mrs Ashan
Teaching Assistant



Mrs Battersby
Teaching Assistant



Miss Hammond
Teaching Assistant

The School Day

The school day runs from 8.30am to 3.15pm and there is a lunch break of one hour.

Sample Timetable

8.30	-	8.50	Daily Activities
8.50	-	9.00	Registration
9.00	-	9.25	Phonics
9.25	-	9.55	Physical Development on the playground
10.00	-	10.15	Carpet Time
10.15	-	10.30	Snack
10.25	-	11.45	Activities including Literacy and Numeracy
11.45	-	12.45	Lunch
12.45	-	1.15	Maths Carpet
1.15	-	2.00	Activities
2.00	-	2.15	Break time (if needed)
2.20	-	2.45	Activities
2.45	-	3.05	Carpet/ Story
3.15			End of school day

Drop-off Procedures for Reception

The classroom door is opened at 8.30am and will be closed at 8.40am. Children will be encouraged to come in by themselves and will be supported by the EYFS practitioners to be as independent as possible.

The children will need to:

- Put their book bags in their trays
- Put their water bottles away in the classroom.
- Put their coats on their peg (labelled with their name).
- Put lunchboxes on the shelves

It is important that your child arrives at school on time. This creates a happy, positive start to the day.

If you are late in the morning (arriving at school after 8.40am) then please take your child to the school office, so that they can be signed in.

From Reception to Year 6 we have a 'soft start' at the beginning of the school day. Mrs Marshall and Mrs Puddephatt welcome the children by the slope/KS1 door at 8:30am. Parents are asked to ensure that their children do not arrive in school before 8.30am as children are not supervised before this time and parents are asked to sign the Home School Agreement acknowledging this.

Pick Up Procedures

At the end of the day, teachers hand each child over to their parent or to a person who has been nominated by the parent. It is essential that parents let us know if anyone else is picking up their child at the end of the day, via the school office.

The following procedures are followed:

Reception Class children are dismissed through the Reception garden.

KS1 children are dismissed through their outside doors.

KS2 children are dismissed from their classroom and parents should wait at the end of the slope or an agreed location.

In Reception and KS1 parents should ensure that the teacher knows that they have taken their child.

Absences

Please inform the school office of any absences by 9am (this can be done by email to office@burfordschool.co.uk or by telephone to 07598250888). This early communication is important so that staff can be alerted if communicable diseases are the cause of the absence. Also, the teacher is made aware of the absence and will not worry unduly. All unexplained absences are recorded and sent out to parents as part of the yearly report.

Holidays should be taken during recognised school holiday periods.

To aid the booking of holidays, school holiday dates for the coming year can be found under the 'Term Dates' tab on our website. In exceptional circumstances requests for a leave of absence must be detailed in writing to the Headteacher. Granting holiday absence is not condoned by the Governors and it is quite possible that your child will receive an 'unauthorised absence'.

If leave is taken without authorisation, it will be recorded in the attendance register as an unauthorised absence. It means parents may be subject to a fixed penalty fine of £60 per parent/carer, per child, if paid within 21 days. This would rise to £120 per parent/carer, per child, if paid between 21 and 28 days and could lead to further court proceedings if unpaid. We would like to make clear that the school does not benefit financially from these fines at all. This is a fine levied by Buckinghamshire Council and is collected by them and retained by them.

Break and Lunch Time

1. At break time the children are encouraged to eat fruit and vegetables provided by the Government.

2. Milk is free for children under 5 and available for all ages. Under 5's are automatically registered by the school to receive milk. If you would like milk for your child after they have turned 5, you need to apply via www.coolmilk.com.
3. We encourage the children to drink water regularly. They should bring a named drinks bottle containing plain water to which they will have access throughout the day.
4. Every child in Reception, Year 1 and Year 2 in a state funded school receives a free school lunch.
For those children that would prefer to bring a packed lunch, please ensure that your child's lunchbox is clearly labelled on the outside with your child's name and class. Please do not include sweets or chocolate (but chocolate covered items with 'biscuit' or 'cake' on the wrapper are acceptable).
See <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes> for suggested healthy packed lunch ideas.
5. As we currently have children and staff in school who are allergic to nuts, we would ask that your child does not bring peanut butter or Nutella sandwiches into school, or nuts for his/her lunch. Enclosed with this pack is a letter explaining this, which we ask you to sign and return.

Uniform

Children attending the school should wear school uniform. School uniform is available from SportCrest, 3 Union Parade, Eden Shopping Centre, High Wycombe or <http://www.sportcrest.co.uk/>

Here is a link to our policy on the website:
[Uniform Information | Burford School](#)

Forest School

Foundation Stage will attend Forest School one afternoon per week in the Autumn and Summer Term. The concept of Forest School was originally developed in Scandinavia in the 1950's. It is based upon using the outdoors for learning through child led activities which help to develop increased self confidence through small achievable tasks, independence and self-esteem as well as encouraging a love of the natural world. Research on Forest School shows many benefits for children. The main findings can be summarised as follows:

- Improvement in physical and motors skills.
- Improvement in speaking and listening skills.
- Improvement in social skills and working as a Team.
- Increased knowledge and understanding of the environment.
- Increased self-confidence and self-esteem.
- Greater motivation and concentration.

Foundation Stage Forest School Clothing:

All children will need a pair of waterproof trousers and coat/jacket and wellies. They may also need an extra jumper, hat and gloves and a pair and tracksuit bottoms.

School Organisation

The Reception classes are called Holly and Sycamore.

At the end of the Reception year, the children are mixed up across the year group ready for the transition into Year 1. This ensures equality across the classes.

Classes are organised in year groups and there are two equal classes across each year group.

Classroom Organisation

Following formative assessments, the children may be placed into ability groups for some Literacy and Maths activities. The groups are flexible to ensure that each child's potential is catered for. The children work in mixed ability and friendship groups for other areas of the Foundation Stage curriculum.

Phonics

We use the Floppy's Phonics scheme which focusses on teaching sounds in isolation. Sounds are then blended for reading and segmented for writing. Phonics takes place every day in Reception and is taught by the Teachers and Teaching Assistants.

Reading

Reading skills are developed across the curriculum. The children read in groups twice a week, once with the teacher and once with the teaching assistant. The reading books help them to apply what they are learning in Phonics sessions. Each child has a reading record for parents and adults to comment on their child's reading skills development. Please make sure that the reading record and book come to school each day.

We encourage children to read a wide range of reading materials alongside our decodable scheme books.

Writing

Learning to write goes hand in hand with learning to read. In Reception, learning to write is developed across all areas of learning. While in the learning environment, the children will engage in activities that develop their communication and language skills. These skills are essential for writing development. They will also develop their gross and fine motor skills, providing them with the muscle strength required for writing.

The children learn to write by segmenting the sounds in words. There are lots of opportunities for writing both independently and supported by the class adults.

Across the school, we provide a range of exciting writing opportunities that link with quality texts and feature effective vocabulary, varied sentence structures and interesting content. We encourage children to write for a purpose and audience using the age-related skills they have learnt in lessons.

Maths

We are a 'Maths Mastery' and 'mastering number' school. Children in the early years develop the concept of maths mastery through maths talk, practising the skills they have learned during play, and developing number sense.

The children have opportunities to rehearse, revisit and reinforce their understanding of number through small world and role-play where they can initiate and engage with numerical concepts and spatial reasoning and apply their knowledge in meaningful contexts. Practitioners can also look for opportunities for children to be intrinsically motivated to apply their mathematical knowledge and recognise patterns such as activities which involve counting, sharing, sorting, comparing, measuring and estimating.

Foundation Stage Profile

At the end of Reception year, Reception staff will have completed the Foundation Stage Profile for each child.

The assessment is a collection of information about your child's attitudes and social development and his/her development in Literacy, Mathematics, Creative Development, Physical Development and Understanding of the World.

Following the assessment, the teacher will inform parents of the results in the end of year report. This shows your child's level of development.

Records and Reports

Detailed records are kept by the teacher on each child covering the Early Learning Goals and Characteristics of Effective Learning in Reception; and from Year 1, the school follows the National Curriculum. In the summer term each child receives a written report from the class teacher detailing progress, strengths, areas for development and the standard your child is working at.

Special Needs

If your child has Special Educational Needs and/or a Disability, please refer to our SEND Policy which is available on our website.

Parent/Teacher Liaison

On a more formal basis, the school holds two Parents' Consultation Evenings a year, in the autumn and spring terms, when parents can discuss their child's progress with their class teacher. During the summer term the school holds an open evening where parents are welcomed into school to look at the work the children have covered through the year. The children are able to show their parents around the school at this time.

Open Door Policy

The school has an open-door policy, meaning we welcome you in partnership with the school. The school belongs to you and your child, and we wish you to feel comfortable coming into school.

Should you have any questions about your child's educational experience these should always be directed to your child's Class Teacher in the first instance - they do have the best day to day working knowledge of your child's schooling. If you require any additional information or would like further clarification, then you should next approach the Assistant Headteacher of your child's phase.

Extra Curricular Activities

Clubs are held during lunchtimes and before and after school during the year.

The clubs may vary from year to year and current details can be found on the website. Reception children can attend clubs including Art Club, Cookery and Gymnastics Club. For older children there are additional clubs such as: Netball, Textiles, Choir, Athletics, Football, Cheerleading, Hockey, Judo & Cross Country Running.

Communication

A newsletter is emailed to all parents fortnightly. Newsletters contain topical information relating to the school and an up-to-date list of school dates. This is also on the website.

You can email us at office@burfordschool.co.uk

Our website is <http://www.burfordschool.co.uk>

Find us on Facebook: Burford School, Marlow Bottom

Our telephone number is: 07598250888

Behaviour/School Values

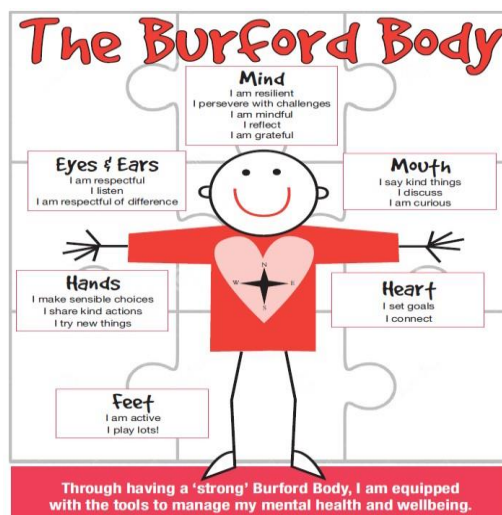
The school has a Behaviour Policy, which forms part of the school values. These are discussed with the children several times during the academic year. The Behaviour Policy links to Anti-bullying and Anti-racism Policies. You are welcome to read this and any other school policy (available on the school website).

We adopt a values-based approach to learning and School life. These values underpin the children's ability to Enjoy, Achieve and Succeed. At Burford we have 7 core values which have been chosen as a school community.

These are:

- Respectfulness
- Responsibility
- Kindness
- Perseverance
- Honesty
- Resilience
- Curiosity

Our values are explicitly taught, reinforced and explored, through weekly class assemblies and circle times. They are also incorporated into our 'Burford Body' and form part of our school wellbeing curriculum. All children at Burford are expected to embody these and as such they form the basis of our Behaviour Policy.



Headteacher Awards

Each week, one child from each class is awarded a Headteacher certificate for something they have excelled in that week linked to our school values. These certificates are given out on a Friday, in front of the whole school. In reception, whole school assemblies do not begin until the spring term.

Parental Help

We encourage parents to help in the classrooms. If you wish to help you will be required to undergo a security check. Any parent wishing to help in school on a regular basis must request for a DBS check to be completed, via the school office. Parents must help in school at least once every 3 months in order for their DBS to remain valid.

Please contact the class teacher if you would like to help. In order to help your child settle in we suggest that you begin helping after the first half term.

Security

The school offers a secure environment for all children and staff. Security gates have been installed at the main entrance to the school and the side gate. Access can only be permitted by a member of the school staff. A lock is fitted to the main doors. All visitors have to sign in and wear a visitor badge.

Online Safety

You are kindly requested to sign the school's online policy on your child's behalf. This will cover your child for the time that they attend Burford.

Medication/Accidents

It is important that we have an emergency contact number for each child, so that you can be contacted if the need arises.

If a child becomes ill during the day, you will be contacted immediately. If a child was not in school due to your doctor's recommendation, we would ask that he/she remain at home until fully recovered.

On occasions a child may have to take medication whilst at school (if it needs to be taken four times per day). The medicine should be brought to the school office, and you will be asked to sign an administering form. Medication must not be kept in your child's bag.

If your child needs to take medication on a regular basis, for example, an inhaler, please contact the school office to create a Healthcare Plan.

Educational Visits

Local visits are often made to the village, woods and park as well as to places further afield. Such visits are used to highlight an aspect of a topic, allowing for direct experience. The children are very well supervised. Permission and authorisation is requested from the parents. Voluntary contributions towards the cost of the visit are also requested.

During their time at Burford School, the children will also visit a Hindu Temple, Christian Church, Muslim Mosque and a Jewish Synagogue. These visits form a significant part of our curriculum and support us in developing British Values in our children, preparing them for life in modern Britain.

**We hope your child has an enjoyable and fulfilling time at Burford.
We look forward to welcoming everyone who is new to the school
and including them as part of the Burford family!**

With our thanks for your help and support.